

Reimbursement for Mileage to Other MU Campuses

1. Full time employees who commute from their residence to the primary work location, wherever that is located, are **not** eligible for mileage reimbursement.

Example: An employee lives in South Charleston and teaches full-time at the Huntington campus. Mileage reimbursement is not allowed as this is considered by the IRS as a commute, with Huntington designated as the primary work place.

Example: An employee lives in Huntington and teaches full-time at the South Charleston campus. Mileage reimbursement is not allowed as this is considered by the IRS as a commute, with South Charleston designated as the primary work place.

Example: An employee lives in Huntington and teaches Monday, Wednesday, Friday at the at the South Charleston campus and Tuesday, Thursday at the Huntington campus. Mileage reimbursement is not allowed for any of this travel as this is considered by the IRS as a commute. Each site is considered the work location since travel between sites is not required.

2. Full time employees who commute to one MU campus to start their workday and who are then assigned a course or other job-related activity at another campus location **are** eligible to claim mileage reimbursement. If the employee returns directly home from the second location, mileage reimbursement is limited to the **lesser** of: a) the distance from the second location to home; or b) the distance from the second location to the MU campus where the workday began.

Example: A faculty member lives in Hurricane, 22 miles from the South Charleston campus, and works at the MU Main Campus. The faculty member is assigned to teach a class at the South Charleston campus on Tuesday afternoons, but returns directly home from South Charleston after the class concludes. The faculty member may claim mileage reimbursement for travel from the MU Main Campus to South Charleston, and from South Charleston to their home.

3. If an employee is assigned to a location that is not their primary work location on an ad hoc or per-semester basis, and then returns to the primary work location before going home, then round-trip mileage reimbursement to the secondary location **is** permitted.

Example: A faculty member works primarily at the MU Main Campus and is assigned to conduct a clinical in South Charleston on Wednesdays. The faculty member begins the work day at MU Main Campus, travels to South Charleston for the clinical, and then returns to the MU Main Campus for work-related activities. Round-trip mileage reimbursement in this case is permitted.

Example: A staff member works primarily at the South Charleston Campus and is required to attend a meeting at the main campus. The staff member begins the work day at South Charleston, travels to the main campus for the meeting, and then returns to the South Charleston Campus for work-related activities. Round-trip mileage reimbursement in this case **is** permitted.