

Jefferson Franklin Community Action

Mileage Procedures

If the out of area center/worksite/training is closer to your home than your normal location, mileage is NOT reimbursable.

If the out of area center/worksite/training is further from your home than your designated center/worksite, you can be reimbursed as follows - distance from your home to out of area center/worksite/training less distance from your home to your normal location.

When traveling to sites other than your designated center/worksite, here are guidelines to follow:

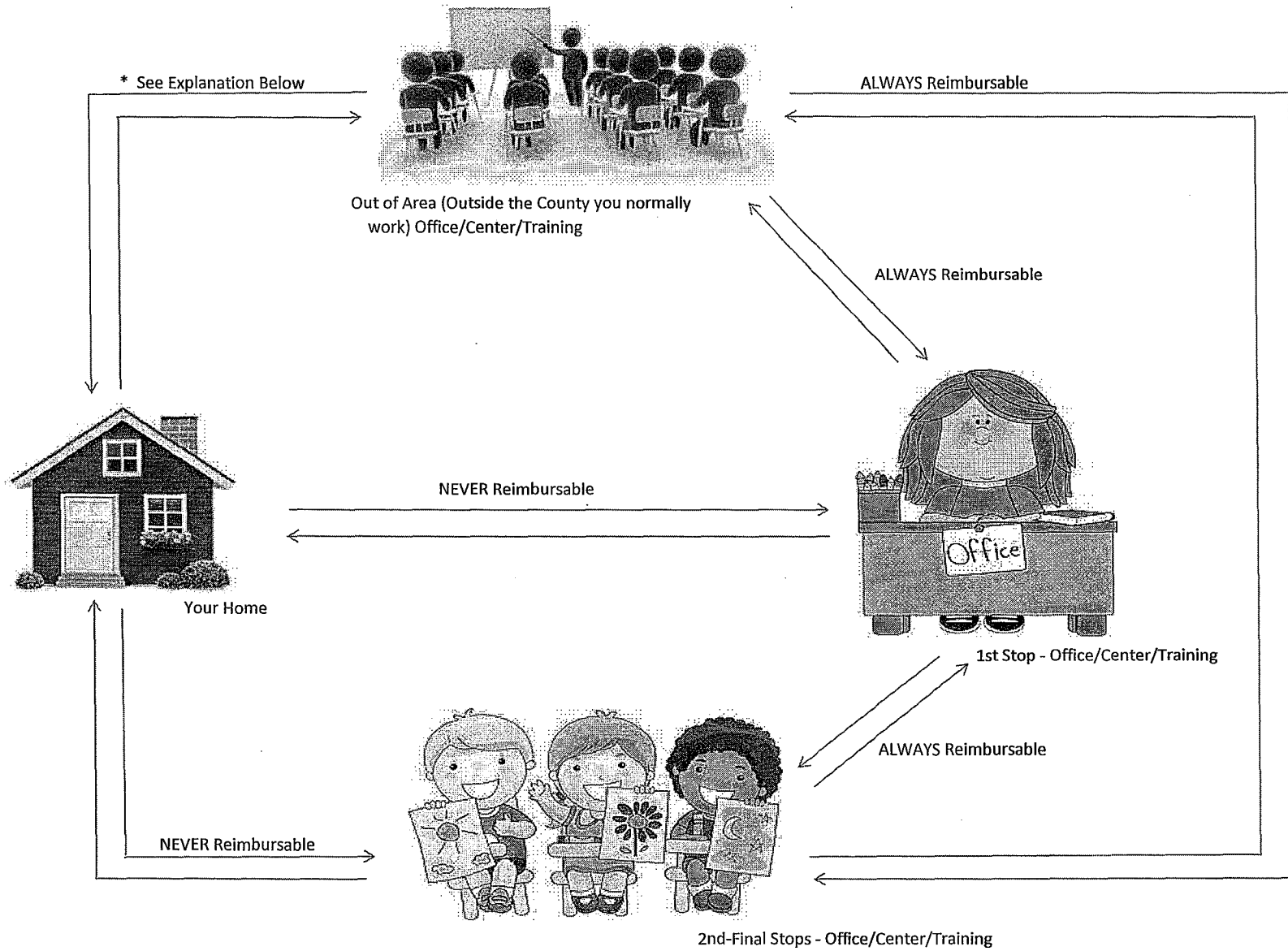
1. You may claim mileage from your designated center/worksite to another center/worksite.
 - If your designated site is Gray Summit and you're going to a training/meeting at Third Street, you may claim miles from Gray Summit to Third Street.
2. If you are coming from home and driving to a center/worksite that is not your designated worksite, you may claim mileage from your home to the center/worksite MINUS the miles you normally travel from your home to your designated center/worksite.
 - You normally travel 12 miles from home to your designated center/worksite. You traveled 45 miles from home to a meeting/training site. You may only claim 33 miles (45 miles – 12 miles = 33 miles claimed). If you travel home after the meeting/training, you may claim the 33 miles back equaling a total of 66 miles. If you travel back to your designated center/worksite, you may claim the total miles from the meeting/training site to your designated center/worksite.

The agency will not reimburse mileage from an employee's home to the first stop of business or from the last stop of business to the employee's home. This means employees will not receive mileage reimbursement from home to work or from work to home.

Program Directors may approve mileage for special predetermined situations such as, but not limited to, staff carpooling to training/meeting from an atypical stop of business (commuter parking lot), or staff working at a stop of business to which they are typically assigned (working at an understaff center/worksite).

Mileage Reimbursement Chart

(Policies apply unless otherwise communicated prior to trips/events)



* If the Out of Area Office/Center/Training is closer to your home than your normal location mileage is NOT reimbursable. If the Out of Area Office/Center/Training is further from your home than your normal location you can be reimbursed on the additional miles traveled (i.e. distance from your home to out of area office/center/training less distance from your home to your normal location).