




Mileage Tips

- Travel between business related sites is fully reimbursable
- If not round trip, each leg of trip is evaluated separately
- Carpooling and cross-department coordination is required – only one vehicle may claim mileage
- Common distances are now posted to intranet


You can navigate to the Travel page for various resources. This shows where the mileage chart is located.



Round Trip Mileage Scenarios


- Leave from and return to official workstation
 - **Claim all miles driven**
- Leave from and return to home
 - **Claim the lesser of [OW-SITE-OW] or [HOME-SITE-HOME]**

What if your travel is a combination?




Combination Scenario 1

- Leave from official workstation and stop at another site, then go home
 - **Claim all miles driven [OW-SITE]**
 - AND**
 - **Claim lesser of [SITE-HOME] or [SITE-OW]**
- Evaluate each leg of the trip separately




First Example - Scenario 1

- Official workstation: NWESD Anacortes
- Other site: NRLC Arlington
- Home: Burlington
- Calculate each leg of the trip separately
 - **Anacortes to Arlington: 38.3 miles**
 - **Arlington to Burlington: 25.8 miles**
 - **Total claimed: 64.1 miles (actual miles)**



Second Example - Scenario 1

- Official workstation: NWESD Anacortes
- Other site: NRLC Arlington
- Home: Bellingham
- Calculate each leg of the trip separately
 - **Anacortes to Arlington: 38.3 miles**
 - **Arlington to Bellingham: 49.4 miles**
 - **Total claimed: 76.6 miles (lesser miles)**



Combination Scenario 2

- Leave from home and stop at another site, then go to official workstation
 - **Claim lesser of [HOME-SITE] or [OW-SITE]**
- AND
- **Claim all miles driven [SITE-OW]**
- Evaluate each leg of the trip separately



Third Example - Scenario 2

- Official workstation: NWESD Anacortes
- Other site: Whatcom Discovery, Bellingham
- Home: Burlington
- Calculate each leg of the trip separately
 - **Burlington to Bellingham: 24.1 miles**
 - **Bellingham to Anacortes: 42.3 miles**
 - **Total claimed: 66.4 miles (actual miles)**



Fourth Example - Scenario 2

- Official workstation: NWESD Anacortes
- Other site: Whatcom Discovery, Bellingham
- Home: Bellingham
- Calculate each leg of the trip separately
 - **Bellingham to Bellingham: 4.2 miles**
 - **Bellingham to Anacortes: 42.3 miles**
 - **Total claimed: 46.5 miles (actual miles)**



Fifth Example - Scenario 2

- Official workstation: NWESD Anacortes
- Other site: Whatcom Discovery, Bellingham
- Home: Camano Island
- Calculate each leg of the trip separately
 - **Camano Island to Bellingham: 54.2 miles**
 - **Bellingham to Anacortes: 42.3 miles**
 - **Total claimed: 84.6 miles (lesser miles)**



Which Rate Do I Use?

- If NWESD motor pool vehicle is not available, privately-owned vehicle (POV) rate is used
- If NWESD motor pool vehicle is available, but employee chooses to use POV, use motor pool rate
- If NWESD motor pool vehicle is available, but using it would be more costly to the budget and/or program, POV rate is authorized



Calculate Motor Pool vs. POV

- Determine cost of POV using actual or lesser miles
- Determine cost of motor pool using Anacortes as beginning and ending
- Reimbursement is limited to the lesser of these two amounts
- The key is: what is most economical to NWESD

