**How to determine the difference between reimbursable business miles vs commuting miles that are not reimbursed?**

***Guideline to all scenarios A –G****: Traveler typically moves from Home to their primary worksite at ISU (Headquarters/HQ). That segment is considered commuting and is not reimbursed. Once at HQ, the traveler is reimbursed for miles to any other worksite* ***or*** *for mileage directly to another worksite from home if travel to that other worksite does not pass through HQ city limits. Note that commuting miles are never reimbursed for a segment regardless of route if the travel passed through or the most direct route would pass through HQ city limits. Reducing by commuting miles may correctly reduce business miles between worksites.*

1. Home (McLean) to ISU and back to home = 36 commute miles = not reimbursed.
2. ISU to Springfield and back to ISU = 138 reimbursable business miles. (*Traveler already commuted from McLean to ISU and must return to ISU)*
3. Home to Springfield and back home = 102 business miles = reimbursed round trip *(Traveler moves in direction that does not move through ISU)*
* Home to Springfield and then to ISU = 120 total miles minus 18 commute miles = 102 reimbursable business miles.
1. Home to Pontiac and back = 108 total miles minus 36 commute miles = 72 reimbursable business miles.
2. ISU to Champaign and back to ISU = 118 reimbursable business miles.
3. Home to ISU to Champaign to Home = 138 total miles = 59 business miles from ISU to Champaign + 61 miles –

54 Miles

61 Miles

51 Miles

69 Miles

18 Miles

59 Miles

22 Miles

16 Miles

18 commute miles from Champaign back to home = 102 reimbursable business miles. *(Note traveler is not*

*reimbursed for convenience of returning directly home rather than passing through primary worksite)*

1. Home to ISU to Minier and back home = 56 total miles - 36 commute miles to ISU and back =

20 reimbursable miles. *(Note traveler uses same*

 *formula as for F; final miles are reduced by total*

 *commuting miles, correctly reducing the 22 business*

*miles between ISU and Minier)*