**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 regardless of route if the travel passed through or the most direct route would pass through HQ city limits. In addition, traveler is not reimbursed for convenience of returning directly home rather than passing through primary worksite.*

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 Chicago and back home = 296 total miles minus 36 commute miles = 260 reimbursable business miles.
2. ISU to Champaign and back to ISU = 118 reimbursable business miles.
3. ISU to Champaign to Home = 120 total miles – 18 commute miles from Champaign back to home = 102 reimbursable business miles.

148 Miles

61 Miles

51 Miles

69 Miles

18 Miles

59 Miles

22 Miles

16 Miles

*(Note traveler is not reimbursed for convenience of returning directly home rather than passing through primary worksite)*

1. ISU to Minier and back home = 38 total miles - 18 commute miles to ISU and back = 20 reimbursable miles.