

Procedure and Scenarios for the Revised LCC Mileage Guidelines

Introduction

This procedure is intended as a tool in explaining the treatment of all employees, faculty and staff, in connection with reimbursement for work-related mileage.

Faculty

It is the instructor's responsibility to determine from their Chair at the time of assignment, or at the beginning of each semester, whether their assignment will be mileage reimbursed. The default will be no mileage reimbursement unless determined by the Chair at the beginning of each semester, or assignment. The supervisor approving the mileage expense report is responsible for ensuring that requesting employees are eligible, in conformance with items 1, 2 and 3, in the staff section below.

All mileage claimed on an Expense Report must be actual miles driven.

Reimbursement for mileage of MAHE members will be governed by the applicable provisions of the LCC-MAHE collective bargaining agreement, which is consistent with the following.

Staff

Employees other than members of MAHE will be governed by the following policy.

LCC Mileage Guidelines

An employee required to use his or her personal vehicle for College business shall be paid mileage in accordance with the IRS rules at the most current IRS rate if:

1. Required to travel between LCC campuses or off-campus designated locations for scheduled obligations during the workday, for the same work assignment. (excluding travel from home or other location to the first required LCC site or designated location; or from the last required LCC site or designated location to home or other location); or
2. The employee must travel to a temporary work location which is outside the LCC district and more than twenty-five (25) miles away from the employee's home, in which case the employee will be paid for the mileage in excess of the employee's regular commute to LCC; or

3. The employee must travel away from home overnight on approved College business.

Clarifications Applicable to All Employees

1. Miles traveled between an employee's home and any assignment within the LCC District will not be reimbursed. Under the IRS guidelines this is considered personal commuting.
2. If an employee is assigned to work at only one location, he or she is not eligible to receive mileage reimbursement. This is considered personal commuting.
3. Travel to a location other than his/her primary assignment for the purpose of attending a meeting, workshop, conference, etc., mileage driven is reimbursable for the mileage in excess of the employees regular commute, if the location is outside the LCC district and more than twenty-five miles away from the member's home.

Examples

1. An employee who has a non-teaching job at LCC, and chooses to take on a teaching assignment after their normal work hours, will not be reimbursed mileage, as these are two different work assignments.
2. An instructor in the Social Sciences program is scheduled to teach a class in that program at 10 AM on Monday morning at main campus and another class in that same department at 1 PM on Monday afternoon at the St. Johns campus. This instructor would be entitled to mileage from the main campus to the St. Johns campus, but not from the St. Johns campus to her/his home.
3. An instructor in the Social Sciences program is scheduled to teach a class in that program at 10 AM on Monday morning at the St. Johns campus and another class in the Nursing Program at 1 PM on Monday afternoon on the main campus. This instructor would not be entitled to mileage reimbursement, as these were for two different work assignments.

4. An instructor is assigned to teach 4 contact hours at the Livingston Center in Howell for Summer Semester. This is the instructor's only assignment. The instructor is not eligible for reimbursement for miles driven. This is considered personal commuting.
5. An instructor is assigned temporarily to teach a semester at Detroit Mercy Hospital. The instructor lives in East Lansing, and normally teaches at the downtown campus. This temporary location is outside of the LCC district and more than 25 miles from the instructor's home. The instructor would be reimbursed mileage in excess from their regular commute to the downtown campus. (Normal commute to LCC would be 5 miles. Commute from home to Detroit Mercy Hospital would be 92.45 miles. The miles reimbursed to the instructor would be $92.45 + 92.45 - 5 = 174.90$ per day.)
6. An employee, who has only one assignment located on Main Campus, works at the Main Campus during the morning. In the afternoon she is required to drive in her personal vehicle to our Howell campus, which is outside of the LCC district. She participates in meetings as part of her job and drives home from Howell. (She lives in Okemos and her normal commute is 8 miles.)
 - a. Mileage from Main campus to Howell is reimbursable.
 - b. Since Howell is outside of the LCC district and over 25 miles from her home, mileage from Howell to her home is reimbursable, less her normal 8 mile commute.
7. An employee, who has only one assignment located on Main Campus, works at the Main Campus during the morning. In the afternoon he is required to drive in his personal vehicle to our Howell campus, which is outside of the LCC district. He participates in meetings as part of his job and drives home from Howell. (He lives in Howell and his normal commute is 8 miles.)
 - a. Neither mileage to Howell or home is reimbursable, as this location is not more than 25 miles away from his home.
8. An employee's primary assignment is on the downtown campus, and the employee is scheduled to attend a meeting from 2pm to 5pm at West Campus.
 - a. Mileage from the downtown campus to West Campus is reimbursable.
 - b. Mileage from West Campus to the employee's home at the end of the meeting is not reimbursable.
9. An employee travels from home to Detroit Metro Airport on Saturday to take a flight to San Francisco for a conference for LCC business. The employee returns on the following Monday at 4pm and drives home from Detroit Metro Airport.
 - a. Mileage to and from the airport to the employee's home is reimbursable, less their normal commute, since this is outside of the LCC district and if it is more than 25 miles away from the employee's home.

10. An employee travels from home to Dearborn for an all day conference and returns home at 6pm.
 - a. Mileage from the employee's home to Dearborn and back, less their normal commute to LCC, is reimbursable as long as her/his home is more than 25 miles from Dearborn.

Note: Employees must include their home address, in their Concur expense report comments section when detailing their mileage, for proper reimbursement.