

Office of the Controller Job Aid

Responsible Unit	Disbursements	<i>02/23/2023</i>
Title	<i>Mileage</i>	

Primary Worksite - A location, on or adjacent to the UMB main campus or another site used by UMB or UMB employees on a daily basis, where an employee is assigned to work a majority of the time during a workweek. Telework locations are not considered primary worksites. An Employee’s costs to park in order to work at a Primary Worksite are not considered travel expenses and are not reimbursable

1) Employees with One Primary Worksite

a) Employees with one primary worksite are scheduled to work at the same location every day. The Mileage driven from home to the worksite is not reimbursable.

i) Example 1:

Employee lives in Columbia and works on the UMB campus in Baltimore. The normal one-way commute is 15 miles. The Employee needs to travel to College Park.

- a. Employee travels from UMB in Baltimore to College Park (33 miles) and back to UMB (33 miles). The Mileage reimbursement is for 66 miles.
- b. Employee travels from home to College Park (20 miles) and then back to UMB in Baltimore (33 miles). The Mileage reimbursement is for 38 miles (53 miles driven less the one-way commute of 15 miles).
- c. Employee travels from home to College Park (20 miles) and back to home (20 miles). The Mileage reimbursement is for 10 miles (40 miles driven less the round-trip commute of 30 miles).

ii) Example 2:

Employee lives in Columbia and works on the UMB campus in Baltimore. The normal one-way commute is 15 miles. The Employee needs to travel to Arbutus.

- a. Employee travels from UMB in Baltimore to Arbutus (10 miles) and back to UMB in Baltimore (10 miles). The Mileage reimbursement is for 20 miles.
- b. Employee travels from home to Arbutus (5 miles) and then to UMB in Baltimore (10 miles). The Employee is not eligible for Mileage reimbursement (15 miles driven less one-way commute of 15 miles is 0 miles).

- c. Employee travels from home to Arbutus (5 miles) and back to home (5 miles). The Employee is not eligible for Mileage reimbursement (10 miles driven less round-trip commute of 30 miles is less than 0 miles).

2) Employees with More than One Primary Worksite

- a) Some Employees may have their regular work schedules regularly divided among multiple worksites. For example, an Employee may be regularly scheduled to work Mondays and Wednesdays at Shady Grove, but Tuesdays, Thursdays, and Fridays at the UMB main campus. Regularly scheduled means that the schedule is established, predictive, recurring, and unlikely to change. Employees who are regularly scheduled to work at more than one worksite must calculate the average daily commute to be used as the normal daily commute.

- i) Example:

Employee lives in Columbia and works on the UMB campus in Baltimore on Tuesdays, Thursdays, and Fridays. On Mondays and Wednesdays the Employee works at Shady Grove (USG) in Rockville. The normal one-way commute to UMB is 15 miles. The normal one-way commute to USG is 25 miles. The average one-way commute is 19 miles. (Calculation: 3 days at UMB = 45. 2 days at USG = 50. (45 miles +50 miles)/5 days = 19 miles/day). Employee needs to travel to College Park.

1. Employee travels from UMB in Baltimore to College Park (33 miles) and back to UMB (33 miles). The Mileage reimbursement is for 66 miles.
2. Employee travels from USG to College Park (20 miles) and back to USG (20 miles). The Mileage reimbursement is for 40 miles.
3. Employee travels from home to College Park (20 miles) and then back to UMB in Baltimore (33 miles). The Mileage reimbursement is for 34 miles (53 miles driven less the one-way average commute of 19 miles).
4. Employee travels from home to College Park (20 miles) and then back to USG (20 miles). The Mileage reimbursement is for 21 miles (40 miles driven less the one-way average commute of 19 miles).
5. Employee travels from home to College Park (20 miles) and back to home (20 miles). The Mileage reimbursement is for 2 miles (40 miles driven less the round-trip average commute of 38 miles).

3) Employees without a Primary Worksite

- a) Employees who do not have a regular worksite because the nature of their job duties requires routinely visiting multiple worksites are reimbursed for Mileage between worksites only. If the Employee travels more than 50 miles from home to the first worksite, or from the final worksite to home, Mileage may be reimbursed for the portion that exceeds 50 miles.

- i) Example 1: Employee lives in Cambridge and visits various clinics affiliated with UMB. All facilities are within 50 miles of the Employee's residence.
 1. Employee travels from home to any one of the clinical sites. No Mileage reimbursement is allowed.
 2. Employee travels from first site to three more sites in the same workday. The Mileage traveled from one site to another is reimbursable. The Mileage traveled from the Employee's home to the first site and from the final site to the Employee's home is not reimbursable.

- ii. Example 2 – Employee lives in Cambridge and visits various clinics in Ocean City, MD (61 miles).
 1. Employee travels from home to one of the clinical sites in Ocean City. The Mileage reimbursement is for 11 miles (61 miles – 50 mile minimum threshold).
 2. Employee travels from first site to three more sites in the same workday. The Mileage reimbursement is for 11 miles (61 miles – 50 mile minimum threshold) to reach the first site; plus the Mileage between sites; plus the Mileage from the last site visited to home less the 50-mile minimum threshold if the last site is more than 50 miles from home.

4) Employees who take Public Transportation

For Employees who normally take public transportation (e.g. Light Rail, metro subway, etc.) to their primary worksite, the commute Mileage will be calculated based on the round trip Mileage traveled routinely between the Employee's residence and the boarding site of the public transportation.

5) Teleworkers

A Teleworker's commute miles are the number of miles from the Teleworker's main work location (e.g. home) to the work location identified in the telework agreement as the place where the Teleworker may be required to report for duty. If no such location is identified, the regular UMB business (not telework) location of the supervisor of the Teleworker is used as the destination in determining commute miles.