

**St. Olaf College – Mileage Reimbursement For Commuters Form**  
*(This form is used to help calculate your mileage. To receive reimbursement for your mileage, please fill out the Expense Reimbursement Form and turn it in to the Business Office.)*

Name of Employee: \_\_\_\_\_

Home Address: \_\_\_\_\_

Round trip commuting miles between your home and St. Olaf College: \_\_\_\_\_ (not applicable for consultants)

<u>DATE</u> (xx/xx/xxxx)	<u>Trip description</u>	<u>CITY(s)</u>	<u>ROUND TRIP</u> <u>Work related</u> <u>MILES</u>	<u>Less: round trip</u> <u>Commuting miles</u>	<u>REIMBURSABLE</u> <u>MILES</u>

The College Travel and Business Expense Policy states “mileage reimbursement is meant to cover only those miles incurred above and beyond the employee’s normal commute to the College.”

**Notes:**

- Reimbursable miles equal round trip work related miles minus round trip commuting miles to St. Olaf. (Must be greater than zero).
- If you stop at St. Olaf to work and visit a student teacher on the same day, you can not include your commuting miles for reimbursement.
- Supervisors hired as consultants will be reimbursed for all travel miles and will receive a 1099 for all payments.

**Examples:**

- 1) Supervisor A lives in Northfield. Her commuting St. Olaf mileage is 0 miles. She visits a student teacher at Central High School in St. Paul. Her round trip work related mileage is 90 miles. She claims reimbursement for 90 miles.
- 2) Supervisor B lives in Burnsville. His round trip St. Olaf mileage is 62 miles. He visits a student teacher at Bloomington Jefferson High School. His round trip work related mileage is 24 miles. He has no reimbursable mileage.
- 3) Supervisor C lives in St. Paul. Her roundtrip St. Olaf mileage is 96 miles. She visits a student teacher at Faribault High School. Her round trip work related mileage is 110 miles. She claims reimbursement for 14 miles.