

Remote Employee - Mileage Reimbursement

Travel between an employee's home and a Loyola campus is considered a commuting expense per the Internal Revenue Service and therefore not reimbursable.

When submitting mileage reimbursements, employees who work from a remote location elected by the employee are reimbursed **for mileage which exceeds the mileage of their "commute" to their assigned LUC campus.**

If work duties include driving to multiple sites, employees can be reimbursed for the **total miles driven less their "commute" mileage.**

Example: Matt works remote in a role which, according to HR, is elected (i.e. not mandated) remote. The distance from Matt's home (remote location) to the assigned LUC campus is 10 miles (20 miles round trip). Matt needs to travel to the LUC campus to pick up a colleague and then to a University partner location for a program event, back to campus to drop off the colleague, and then back to Home.

Matt's total mileage for the day is 100 miles (Home to campus to partner location to campus to Home). For purposes of mileage reimbursement, Matt should submit 80 miles (determined as 100 total miles less the 20 miles of commute).