

Southside Virginia Community College
Travel Regulations – Commuting Mileage

The College has adopted a policy on commuting mileage whereby daily business mileage will be reimbursable to the extent that the mileage exceeds the employee's normal daily roundtrip commuting distance on official State business. Normal daily roundtrip commuting mileage and any personal mileage incurred must be subtracted from the employee's total travel mileage while on official State Business for travel during a scheduled workday. Travel involving an overnight stay requires the subtraction of a single day's normal roundtrip commuting mileage from the total official State business mileage incurred for that trip.

Commuting mileage is the round-trip mileage traveled routinely by the employee between the employee's residence and base point on scheduled workdays. Total commuting mileage is measured as the mileage from an employee's residence to base point and return. Employees can only be assigned one base point.

The College's policy overrides the State's policy and is effective (8/24/2009) immediately for any travel reimbursement vouchers which are submitted for reimbursement.