OFF-CAMPUS TEACHING MILEAGE CALCULATION

The following method should be used to calculate off-campus teaching mileage.

(A) Miles from Residence to Teaching Center
(B) Miles from Residence to Campus
(C) Reimbursable Miles: (A) - (B)

If (C) a positive number, this is your excess mileage (one way) to be reported for reimbursement. If the result is negative, no reimbursement should be requested.

Examples:

1) An Instructor normally teaches at the Lufkin campus, but reports to Livingston one day. The instructor lives in Nacogdoches
   (A) = 66.2 miles
   (B) = 19.8 miles
   (C) = 46.4 miles

   The instructor would report a reimbursement of 92.8 miles (46.4 x 2 (roundtrip)).

2) An Instructor normally teaches at the Lufkin campus, but reports to Crockett one day. The Instructor lives in Lufkin
   (A) = 45.4 miles
   (B) = 0 miles
   (C) = 45.4 miles

   The instructor would report a reimbursement of 90.8 miles (45.4 x 2 (roundtrip)).

3) An Instructor normally teaches at the Lufkin campus, but reports to Woodville one day. The instructor lives in Jasper
   (A) = 27.8 miles
   (B) = 55.4 miles
   (C) = 0 miles

   The instructor would report a reimbursement of 0 miles.