

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.