Expense Report – Commuting Expenses Between Multiple Work Locations Outside of the Blacksburg Area When Not In Travel Status

When not in travel status and claiming commuting expenses between multiple work locations outside of the Blacksburg area, you will need to follow the guidance outlined in this document. Examples of excess commuting expense include mileage for personal vehicle, parking, tolls, etc. Only commuting expenses in excess of your normal daily round-trip commute from your residence to your official station are reimbursable. Normal daily commute expenses are not reimbursable.

**Mileage in Excess of Daily Commute**

1. Mileage Personal Vehicle: If the individual is using their personal vehicle for excess daily commute mileage, select the Mileage – Personal Vehicle subcategory (also known as a tile) under the Ground Transportation category (also known as a mosaic). Once selected, the following information needs to be entered.
2. Date: The date of the excess commuting mileage. If the date default is incorrect, it can be changed manually.

3. Mileage Rate Type: There are 4 types for the mileage rate:
   a. Full Rate (Round trip less than 200 miles)
   b. Lesser Rate (Round trip greater than 200 miles)
   c. Courtesy Car Rate:
   d. Dept. Budget Rate: The user can manually enter a department approved Rate that is less than the full rate.

4. Rate: The mileage rate type drives this number. It can only be edited if Dept. Budget Rate is selected.

5. Miles: The user cannot manually enter in the number of miles without the Google Map Mileage attached. Use the Calculate Mileage function to determine the number of miles driven. Note: The user can manually change the number of miles driven After the Google Map Mileage has been attached and calculated.
6. Enter the address of the individual’s residence in the starting location. Note: this should be a full address or city and is not driven by Zip Code.

7. Enter the address of the first destination location. Note: Same rules apply to starting location.
Note: If the traveler took a different route than what is defaulted by Google Maps, the user can move the blue line to correctly align with the travel path taken (aka took alternative route due to traffic as Google Maps defaults to shortest route).

8. Add Destination: Add additional locations related to the excess commute as needed.
9. Return to Start: Return to the starting location from the last destination entered.
10. Save Trip: Select this button after all destinations have been entered.

Note: The Miles have now been preloaded with the total miles calculated. If desired, a user can now manually enter in the miles traveled. If the miles manually entered exceed the Google Map Mileage, a violation will fire when the user attempts to submit the expense line item.

11. **Deduction:** The user must enter in the deduction for the distance of the normal round trip daily commute as this is not an allowable reimbursement. The user should change the default from “none” to “distance” and enter their mileage deduction.
12. Amount: The total dollar amount being reimbursed for mileage.
13. Description (Optional): This space is populated by the “From” and “To” locations of the trip. If needed, the user can still manually enter in comments and remove the “From” and “To” locations. The user can list the reason for the excess commuting mileage.
14. Activity Code: If there is an activity code, select it from the pre-populated list.
15. Allocation: Insert the Banner fund for mileage

16. Add Attachments: The Google Maps image will automatically be uploaded if the “Allowable Total Calculation” was completed. The user can attach/upload any other documentation that is required by their department such as schedules or pre-approval.

17. Save: Select this button after all of the information has been entered.
Note: The user can now see that the Google Map image is now attached to the line item.

**Mileage in Excess of Daily Commute - Example**

Individual leaves their residence (9344 Cherry Hill Road, College Park, MD) and travels to their official work station (7054 Haycock Road, Falls Church, VA) resulting in a 25.77 mile (one-way) commute. The individual then leaves their official work station to travel to a secondary work location (3000 Potomac Avenue, Alexandria, VA). The individual then returns home at the end of the day. In Step 6 of the training information above, 9344 Cherry Hill Road, College Park, MD, should be listed as the starting location. Then in Step 7, 7054 Haycock Road, Falls Church, VA, should be entered as the first destination. In Step 8, 3000 Potomac Avenue, Alexandria VA would be listed as an additional destination. The return to start option would also need to be selected as outlined in Step 9. Finally, in Step 11, the normal daily commuting miles of 51.54 miles would need to be deducted as they are not reimbursable.
Parking and Toll Expense

Parking and Toll Expenses can also be entered under Ground Transportation using the respective tiles.
### Parking Example

**Parking**

<table>
<thead>
<tr>
<th>Date</th>
<th>01/04/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>10.00 USD</td>
</tr>
<tr>
<td>Description</td>
<td>Optional</td>
</tr>
<tr>
<td></td>
<td>Parkings at 635 Slaters Lane Parking Garage</td>
</tr>
</tbody>
</table>

**Vehicle Type**

- Personal

**Activity Code**

- --None--

### Tolls Example

**Tolls**

<table>
<thead>
<tr>
<th>Date</th>
<th>01/04/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>200 USD</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Toll on I-66</td>
</tr>
</tbody>
</table>

**Vehicle Type**

- Personal

**Activity Code**

- --None--