

In-District Travel Procedures

Calculating Excess Mileage:

1. First you must determine the mileage from the employee's residence to their home campus.

Home Campus Mileage – 11.94

2. Second determine the mileage from the campus to their first location then add the mileage from the second location to first.

EXAMPLE:

VCC Winter Park to UCF – 12 miles

UCF to Home – 9 miles

TOTAL – 21 miles

3. Now subtract their home campus mileage from the total miles.

EXAMPLE:

TOTAL Miles: 21

Minus Miles to Home Campus:

11.94

Excess Miles: 9.06