

**Treasury Documentation****Subject:** Workstation for Mileage Reimbursement Purposes**For:** EMPLOYEE HANDBOOK**Also See:** Standardized Travel All Regulations**Identification** ET-03024

Policy

**Effective Date** 5-1-2005**Replaces** ET-03024 (10-1-2001)

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**Official Workstation**

An employee is assigned a workstation to meet the operational needs of the Department of Treasury. Each Bureau will define the Official Workstation to meet specific Bureau operational needs.

The entire Lansing metropolitan area is a workstation. The Lansing metropolitan area includes the corporate limits of the City of Lansing and the City of East Lansing, Capital City Airport and the Secondary Complex and other adjacent offices and/or facilities. All Treasury Offices or designated worksites within these boundaries are within the Lansing workstation.

**Treasury Worksite**

A worksite is the physical location within the Official Workstation to which an individual is assigned. The Treasury Worksite will be a Treasury Office or a designated worksite where the employee performs duties not performed at a field assignment location.

**Field Assignment**

A field assignment is any location, other than the Treasury Worksite, to which a Treasury employee is required to travel to conduct official Treasury business.

**Office Employees**

The Official Workstation of an employee assigned to an office is the city or town where his/her office is located. The Treasury Worksite of an office employee is an assigned Treasury Office.

**Field Employees**

The Official Workstation of a field employee is the area designated by the Bureau to which the field employee is assigned. The Bureau will assign the field employee to a Treasury Worksite.

A Bureau may establish procedures to approve a field employee driving a privately owned vehicle to start and terminate a field assignment at field employee's home or assigned Treasury Worksite. When a field assignment starts and/or terminates at the field employee's home, reimbursement will be calculated from the home to the field assignment and return, but in no case shall such reimbursement exceed the reimbursement allowable had the assignment started and terminated at the Treasury Official Workstation.

**Computation of Mileage**

State Standardized Travel Regulations, Section 5.3(C), establishes the computation of mileage as follows:

Vicinity mileage necessary for conduct of official business is allowable and must be shown as a separate item on the voucher. When, however, such mileage is in excess of 50 miles in any one day, the charge should be supported by a listing of the vicinity itinerary in sufficient detail to justify the mileage claimed. No reimbursement will be allowed for travel between an employee's home and Official Workstation.

Out-of-state point-to-point mileage will be that shown in a nationally recognized road atlas or an industry mileage calculator. If the out-of-state driver chooses to travel by toll roads and/or bridges, reimbursement will be for the road atlas mileage plus road and bridge tolls. It is assumed that out-of-state drives on extended trips will average 400 miles per day. Reimbursable subsistence will be limited to the number of days required to complete the travel at that rate. Receipts are not required for toll roads and bridges.

In-state mileage must be shown from point to point and will be allowed on the basis of the current Department of Transportation map of Michigan or by an industry mileage calculator.

**End**