

Mileage Reimbursement Protocol

The following procedure is used in reimbursement of mileage:

1. Leave from home to site, spend entire day at site and return home. You are paid mileage from home to site and return home.
2. Leave from the office to site. You are paid mileage from office to site and back to office (even if you go home instead)
3. Leave home to site and then to office. You are paid home to site and then to office.