

Mileage

Vicinity Travel - Mileage Only

- ❖ Inter-Campus Mileage (campus to campus regardless of miles)
- ❖ Generally, any trip within 50 miles of the employee's headquarters where the duration is less than a full day.
- ❖ No allowance can be made for meals or other incidentals.
- ❖ The College uses set amounts for mileage between campuses. (see chart below)
- ❖ All other mileage is based on destination to destination.

The College uses set amounts for mileage between campuses. For purposes of required back up for all other mileage, please provide the specific location(s) and the number of miles. Addresses for Point A to Point B, date, number of miles.

Inter-Campus Mileage:

PBSC Location	Lake Worth	PB Gardens	Boca Raton	Belle Glade	Historic Building/WPB	Loxahatchee
Lake Worth	0	19	21	45	10	21
PB Gardens	19	0	40	52	13	29
Boca Raton	21	40	0	67	25	38
Belle Glade	45	52	67	0	45	28
Historic Building/WPB	10	13	25	45	0	19
Loxahatchee	21	29	38	28	19	0

Required Support:

1. Reimbursement Form
2. Travel Log (mileage sheet)

Process Change: No longer need request for leave (authorization to travel)