

Iowa State University Extension Mileage Policy

The following policy supplements the Iowa State University [Travel-Reimbursement](#) policy for mileage and combining personal and business travel.

Mileage Computation

- All staff may claim business mileage from/to their designated office.
- No staff member can claim mileage from his or her personal place of residence to his or her designated office.
- In the event that the staff member chooses to leave or return to his or her personal residence instead of his or her designated office, the maximum mileage that will be reimbursed is the lower mileage of the two alternatives.

Designated Office

- Employee housed on campus: campus office
- Employee housed in county extension office: county extension office
- Employee with virtual office: county extension office assigned by supervisor
- Employee with regional responsibilities: closest extension office in employee's region

For More Information

For more information, contact the Director of Budget and Finance, Extension Finance Office, 2280 Beardshear Hall, Ames, IA 50011-2026, (515) 294-1600.

... and justice for all

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Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Jack M. Payne, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.