Mileage Reimbursement Examples

Daily commute is not reimbursable by the state.
All other miles driven on official state business are reimbursable.

A commute is:
Travel between the employee's Official Residence (OR) and Official Station (OS)

- When the traveler's OR and OS are not the same, this would be the first and last trip **between** their OR and OS.
- When the traveler's OR and OS is the same, this would be their first and last trip **within** their OR/OS.

Normally, an employee would have one round trip commute each work day, however
- *You may not have normal commute trips in a day, or*
- *You may have more than one commute trip in a day.*

Olympia/Lacey/Tumwater: For the purposes of these travel regulations, Olympia, Tumwater and Lacey are considered to be the same official station

Commute: Travel between the official residence (OR) and other domicile of a state officer or employee and their official station (OS) or other place of work. When the travelers OR and OS is the same, then their first and last trip within their OR/OS would be considered their normal commute. Normally, an employee would only have one round trip commute each work day. However, there are some work schedules that may require an employee to commute multiple times in a day due to call back, split shifts, or on-call situations.

Official Residence: This **is not** the employee's home, but the city, town, or other location where an employee maintains their primary residence.
- If your residence is not within the city limits it is treated the same as an unincorporated location (i.e. your mailing address is Olympia, but your residence is not within the city limits).

Official Station: This **is not** the employee's office, but the city, town, or other location where an employee's office is located, or where work is performed on a permanent basis. A state official or employee's official station is to be designated by the agency. It is to be determined by the needs of the agency.
- The official station can change due to flex-place situations (i.e. Mon-Thurs, official station is Olympia and on Fri. it is Tacoma).

Temporary Duty Station (TDS): A location where an employee has been temporarily assigned to work (i.e. a taxpayer's office or training facility).

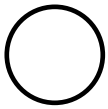
Unincorporated Location: A location that is not incorporated under state law as a city or town having legally defined limits (i.e. Northgate in King County or Spanaway in Pierce County are unincorporated locations).

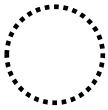
LEGEND:

Employee's Home

Employee's Office

TDS **Temporary Duty Station**


Incorporated City or Town


Unincorporated City or Town

Non-reimbursable trip

Reimbursable trip

EXAMPLES 1-6: Employee's Official Residence and Official Station are the same.

EXAMPLES 7-15: Employee's Official Residence and Official Station are different.

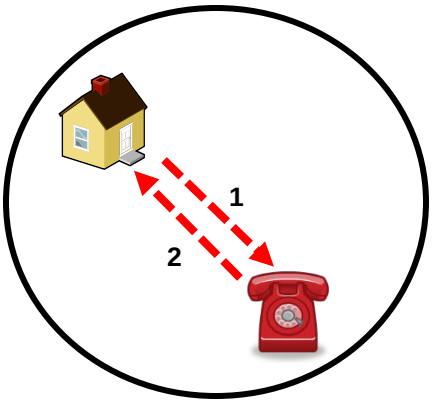
EXAMPLES 16-20: Employee's Official Residence and/or TDS are in an unincorporated location.

Example 1

Employee travels from their home to their office, and back home.

Official Residence = Lacey
Official Station = Olympia
TDS = N/A

Leg	Reimbursable?
1	No
2	No



Olympia, Lacey and Tumwater

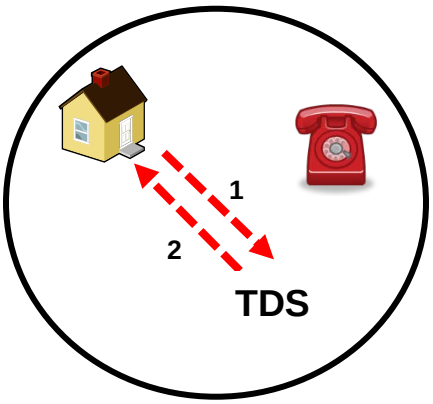
This is your normal commute and is NOT reimbursable.

Example 2

Employee travels directly from their home to a taxpayer's office, and back home.

Official Residence = Tumwater
Official Station = Olympia
TDS = Lacey

Leg	Reimbursable?
1	No
2	No



Olympia, Lacey and Tumwater

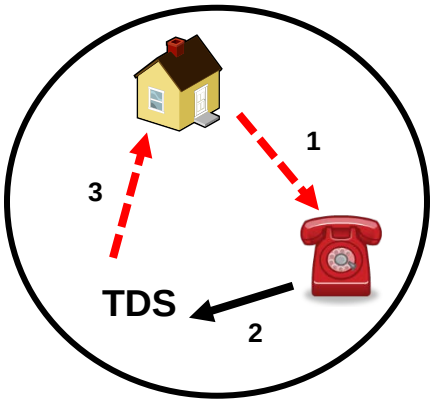
This is considered your normal commute and is NOT reimbursable.

Example 3

Employee travels from home to their office. Later in the day they travel from their office to a taxpayer's office and then travel home.

Official Residence = Seattle
Official Station = Seattle
TDS = Seattle

Leg	Reimbursable?
1	No
2	Yes
3	No



Seattle

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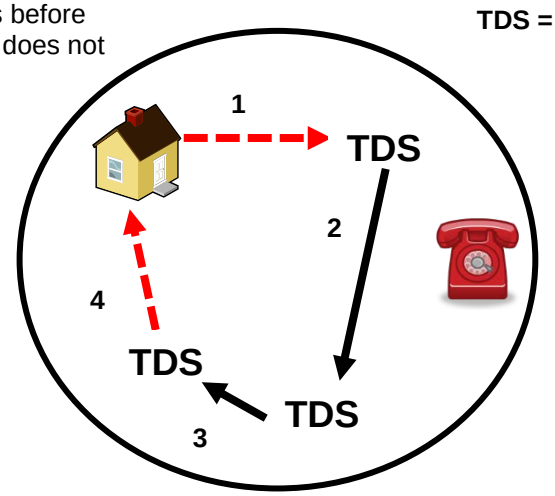
Example 4

Employee travels from their home to three different taxpayer's offices before returning home. The employee does not go to the office.

Official Residence = Yakima
Official Station = Yakima
TDS = Yakima

Leg	Reimbursable?
1	No
2	Yes
3	Yes
4	No



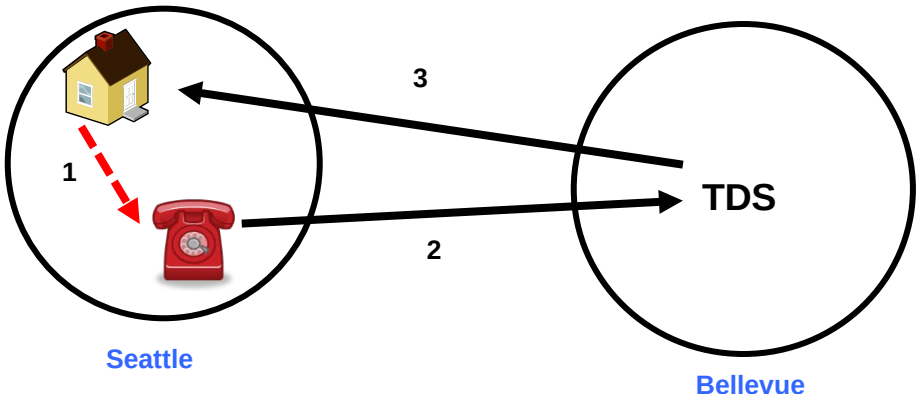
Yakima

Example 5

Employee travels from home to their office. Later in the day they travel from their office to a taxpayer's office in a different city and then travel directly home.

Official Residence = Seattle
Official Station = Seattle
TDS = Bellevue

Leg	Reimbursable?
1	No
2	Yes
3	Yes



Seattle

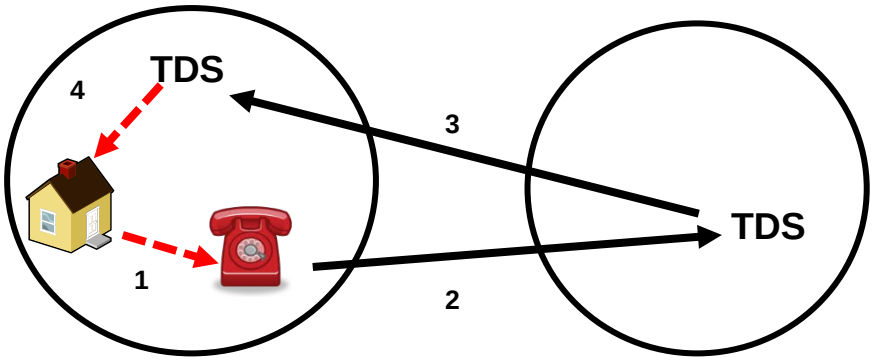
Bellevue

Example 6

Employee travels from home to their office. Later in the day they travel to a taxpayer's office in a different city, then to a taxpayer's office in the city of their Official Station, and then home.

Official Residence = Vancouver
Official Station = Vancouver
TDS = Kelso

Leg	Reimbursable?
1	No
2	Yes
3	Yes
4	No



Vancouver

Kelso

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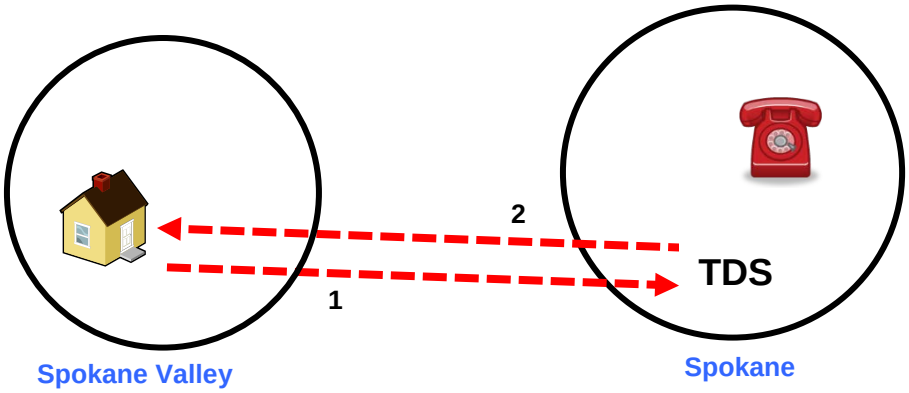
Example 7

Employee travels from home to a taxpayer's office, and back home. The employee does not go to the office.

Official Residence = Spokane Valley
Official Station = Spokane
TDS = Spokane

Leg	Reimbursable?
1	No
2	No



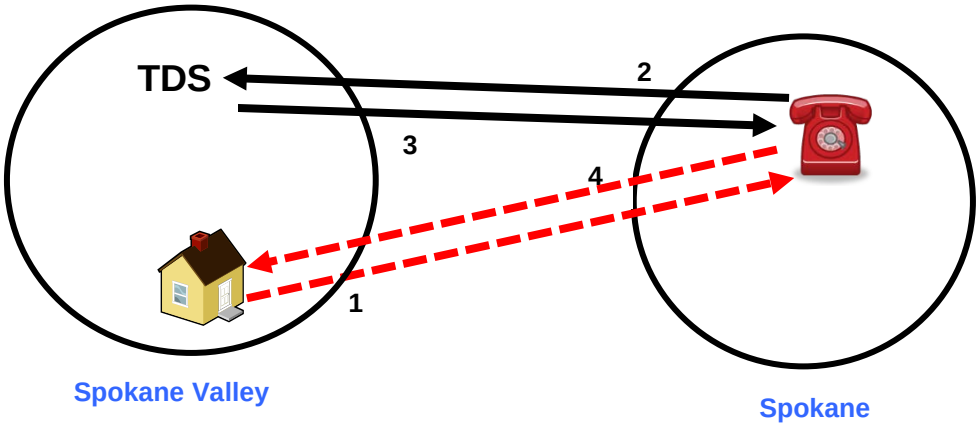
This is your normal commute and is NOT reimbursable.

Example 8

Employee travels from home to the office. Later that day, the employee has to pick up items for the office at another location, then return them back to the office.

Official Residence = Spokane Valley
Official Station = Spokane
TDS = Spokane Valley

Leg	Reimbursable?
1	No
2	Yes
3	Yes
4	No



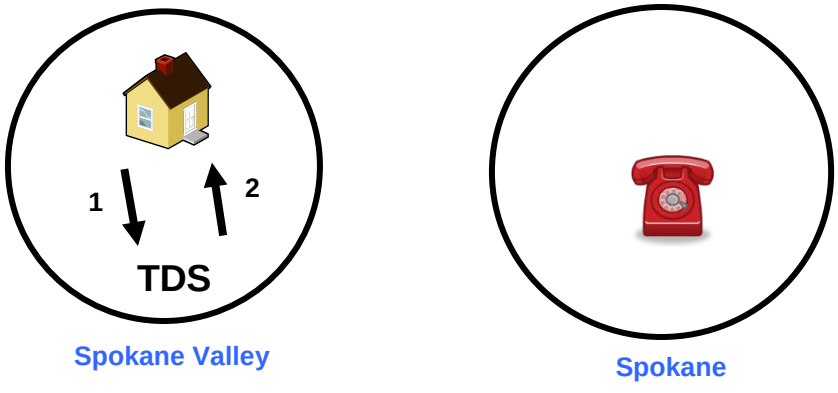
The 2nd & 3rd leg of travel would be for official business and not the employees commute.

Example 9

Employee travels from home to a taxpayer's office, and then back home.

Official Residence = Spokane Valley
Official Station = Spokane
TDS = Spokane Valley

Leg	Reimbursable?
1	Yes
2	Yes



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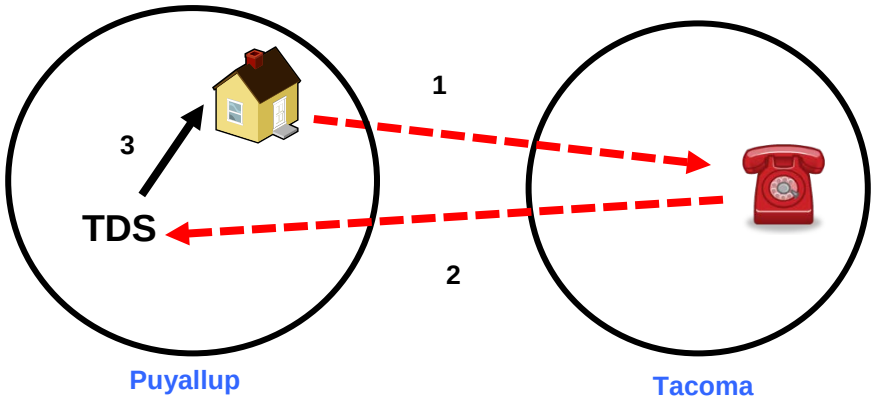
Example 10

Employee travels from their home to their office. Later in the day they travel to a taxpayer's office, and then back home.

Official Residence = Puyallup
Official Station = Tacoma
TDS = Puyallup

Leg	Reimbursable?
1	No
2	No
3	Yes

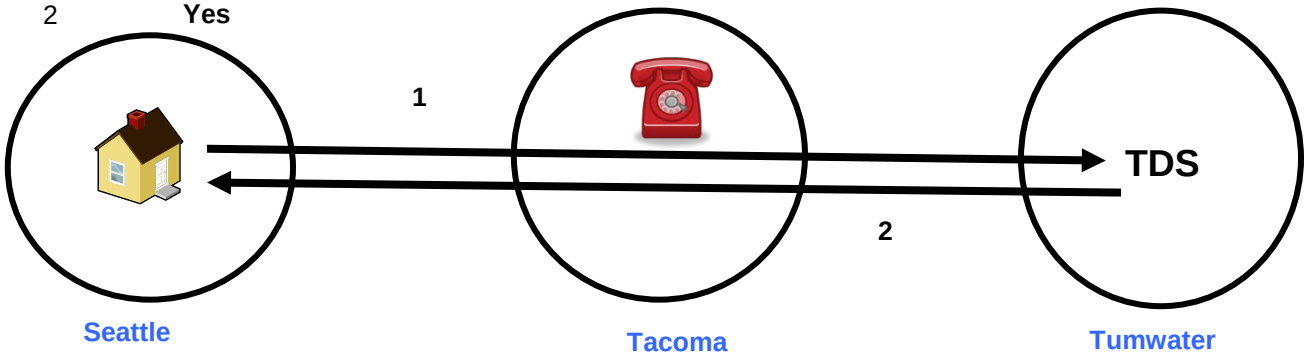


Example 11

Employee travels from home to training, without stopping at the office.

Official Residence = Seattle
Official Station = Tacoma
TDS = Tumwater

Leg	Reimbursable?
1	Yes
2	Yes



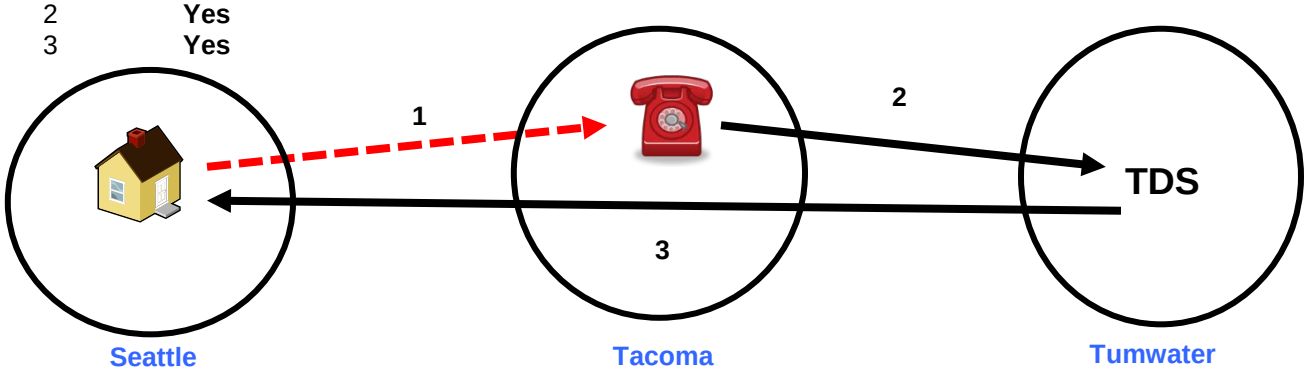
This is NOT your Normal Commute. The entire trip is reimbursable.

Example 12

Employee travels from home to training, but stops at the office on the way.

Official Residence = Seattle
Official Station = Tacoma
TDS = Tumwater

Leg	Reimbursable?
1	No
2	Yes
3	Yes



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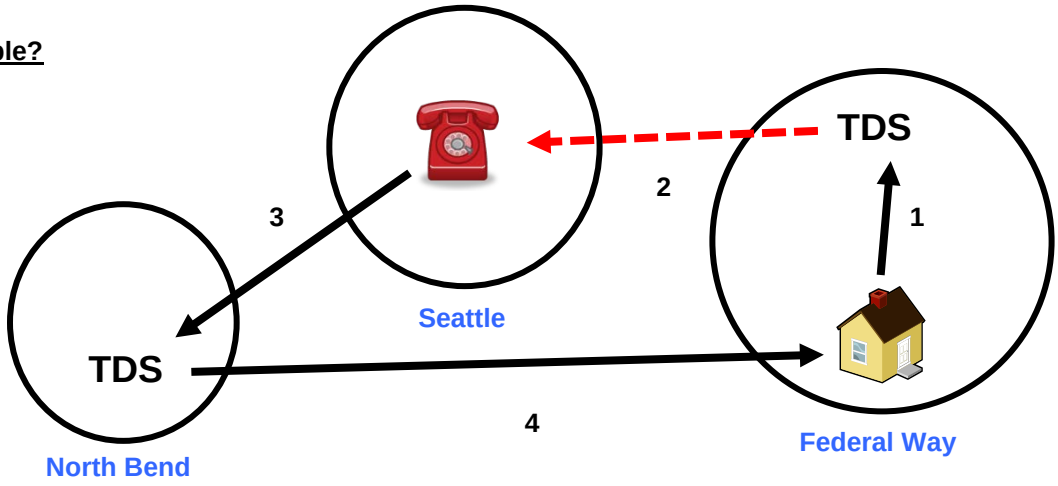
Example 13

Employee travels from their home to a taxpayer's office, then to their office. Later in the day they travel from the office to a taxpayer's office, and then home.

Official Residence = Federal Way
Official Station = Seattle
TDS = North Bend

Leg	Reimbursable?
1	Yes
2	No
3	Yes
4	Yes

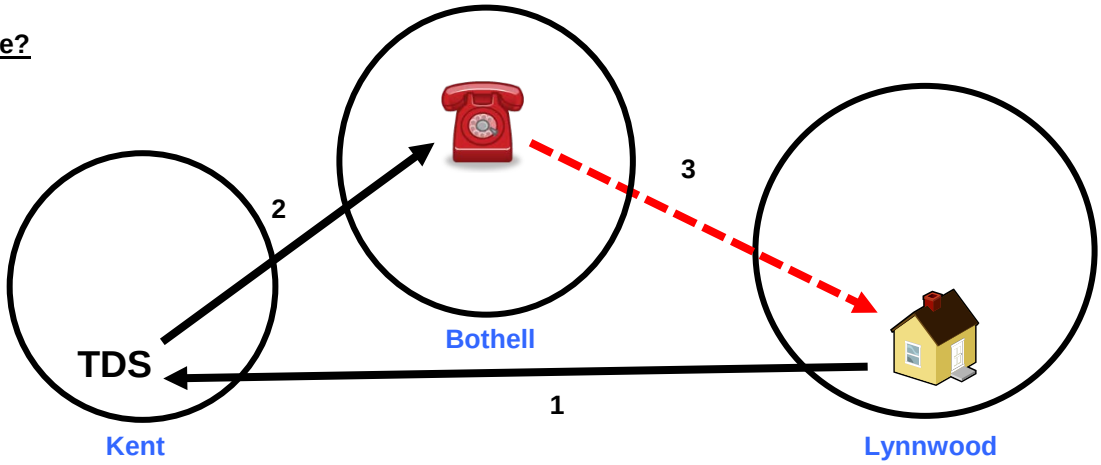


Example 14

Employee travels from their home to a taxpayer's office, then to their office. The taxpayer's office is NOT in the same city as their office. At the end of the day they travel from their office to their home.

Official Residence = Lynnwood
Official Station = Bothell
TDS = Kent

Leg	Reimbursable?
1	Yes
2	Yes
3	No

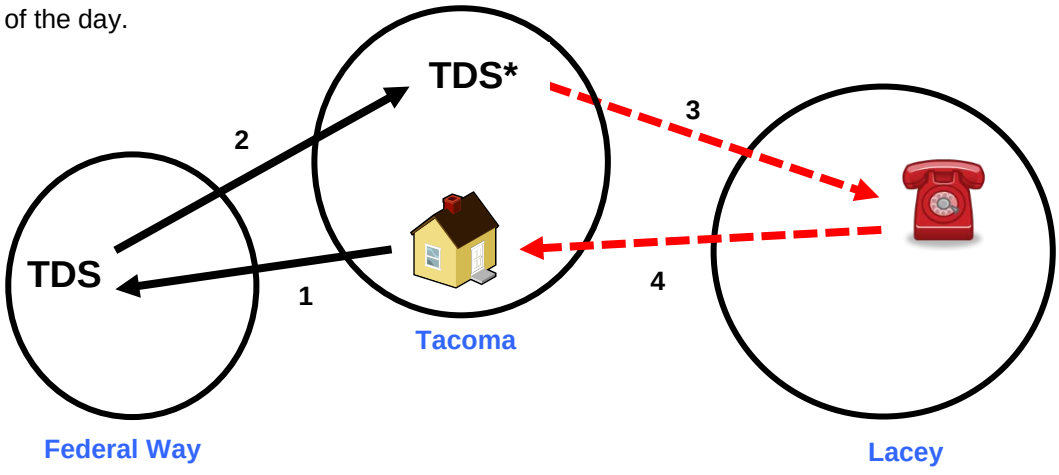


Example 15

Employee travels from their home to a taxpayer's office, then to a meeting at another Field Office (not the employee's Official Station). Then the employee travels to their office before returning home at the end of the day.

Official Residence = Tacoma
Official Station = Lacey
TDS = Federal Way

Leg	Reimbursable?
1	Yes
2	Yes
3	No
4	No



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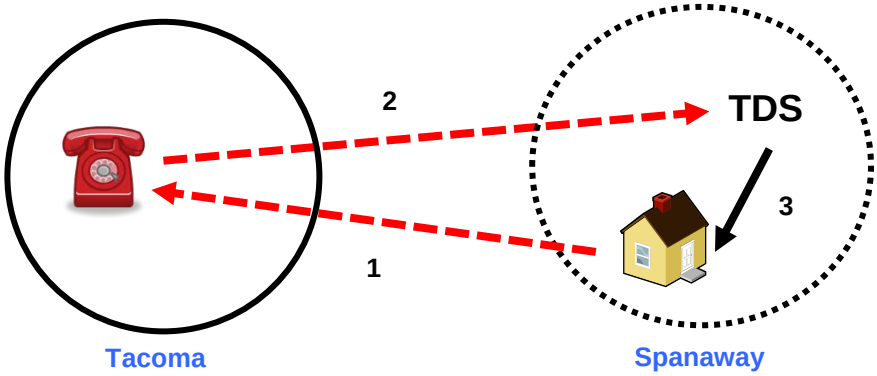
Example 16

Employee travels from home (unincorporated town) to their office. Later in the day they travel to a taxpayer's office (in the same unincorporated town as their home), before traveling home.

Official Residence = Spanaway
Official Station = Tacoma
TDS = Spanaway

Leg	Reimbursable?
1	No
2	No
3	Yes



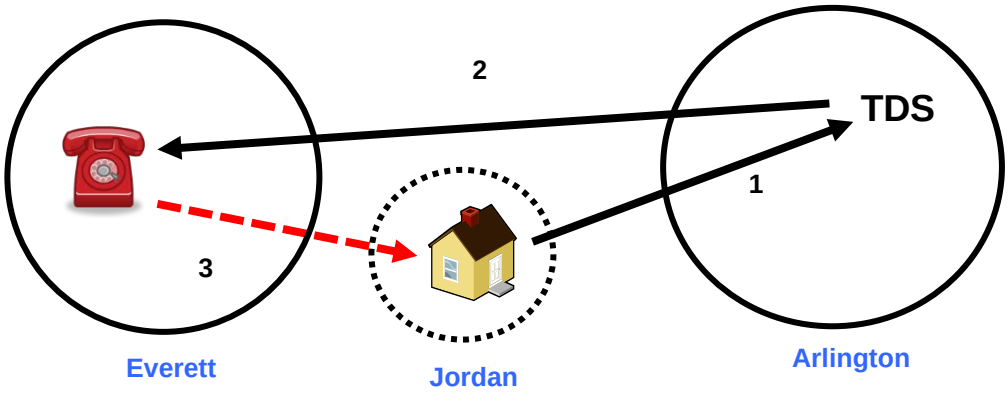
Even though Leg 2 is longer than the distance between home and office, it is still considered the employee's Normal Commute (Tacoma to Spanaway).

Example 17

Employee travels from home in unincorporated Jordan (outside Arlington city limits) to a taxpayer's office in Arlington. Later in the day they travel to the office, before returning home.

Official Residence = Jordan
Official Station = Everett
TDS = Arlington

Leg	Reimbursable?
1	Yes
2	Yes
3	No



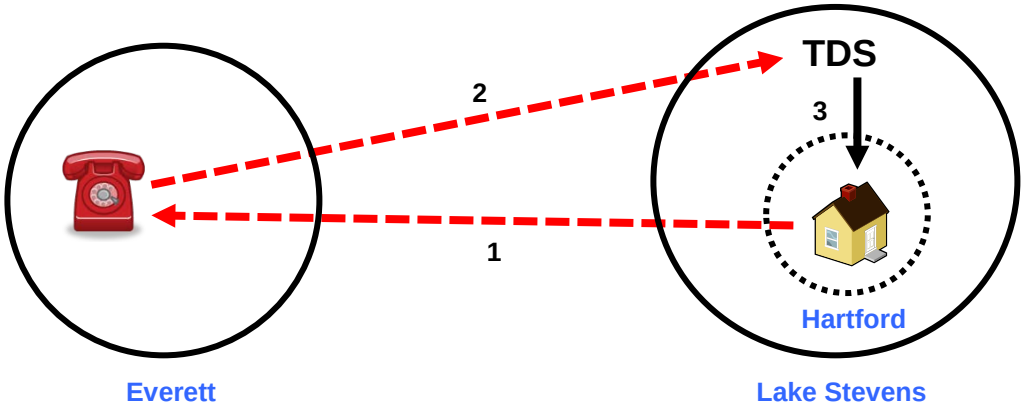
Since "Jordan" is not within the city limits of another incorporated location it is considered a stand-alone location

Example 18

Employee travels from home (unincorporated town inside city limits of another incorporated city) to their office. Later in the day they travel to a taxpayer's office, before returning home.

Official Residence = Hartford
Official Station = Everett
TDS = Arlington

Leg	Reimbursable?
1	No
2	No
3	Yes



Even though your home is in "Hartford," it is within the Lake Stevens city limits, so Lake Stevens is considered your Official Residence.

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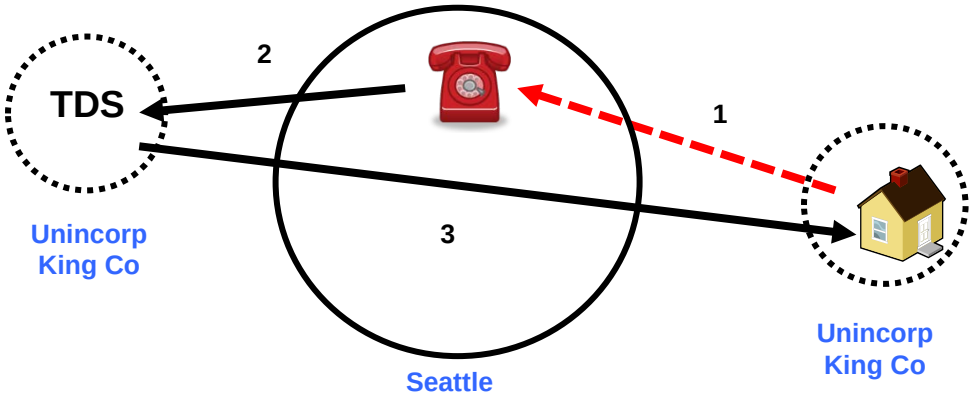
Example 19

Employee travels from home (unincorporated county) to their office. Later in the day they travel to another unincorporated county location, before returning home.

Official Residence = Unincorp King Co
Official Station = Seattle
TDS = Unincorp King Co

Leg	Reimbursable?
1	No
2	Yes
3	Yes

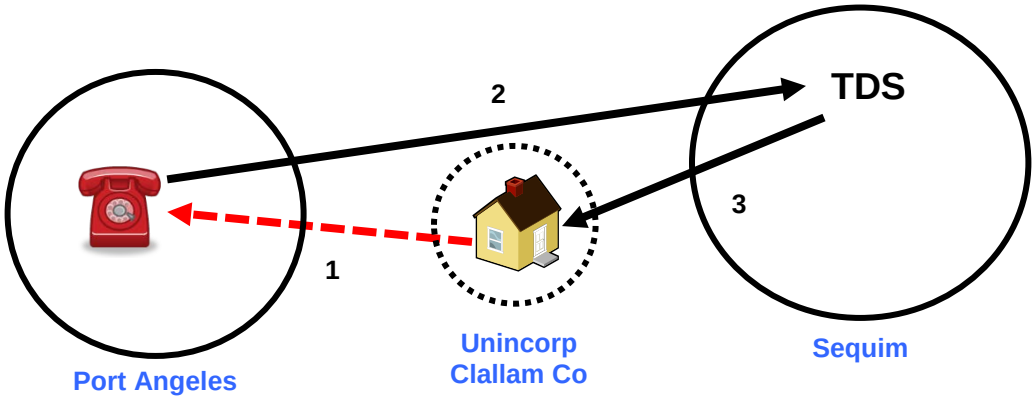


Example 20

Employee travels from home (unincorporated location with Sequim mailing address) to the office. Later in the day they travel from the office to a taxpayer's office in Sequim, before returning home.

Official Residence = Unincorp Clallam Co
Mailing Address = Sequim
Official Station = Port Angeles
TDS = Sequim

Leg	Reimbursable?
1	No
2	Yes
3	Yes



Even though your mailing address is "Sequim," it is not within the Sequim city limits, so your Official Residence is actually Unincorp Clallam Co.