

# 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).

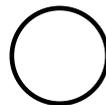
**Temporary Duty Station (TDS):** A location where an employee has been temporarily assigned to work (i.e. a taxpayer's office or training facility).

**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



Incorporated City or Town



Employee's Office



Unincorporated City or Town

TDS

Temporary Duty Station



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.

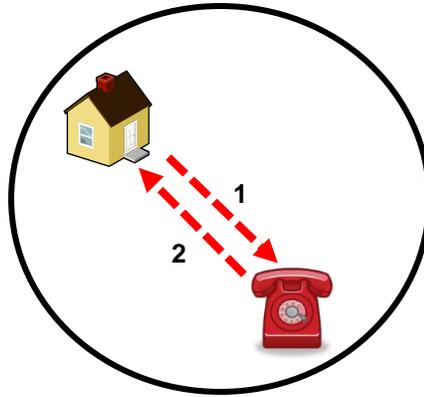
[EXAMPLES 16-20:](#) Employee's Official Residence and/or TDS are in an unincorporated location.

**Example 1**

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

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

<u>Leg</u>	<u>Reimbursable?</u>
1	No
2	No



Olympia, Lacey and Tumwater

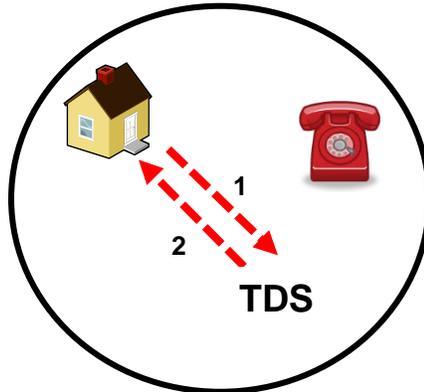
**This is your normal commute and is NOT reimbursable.**

**Example 2**

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

Official Residence = Tumwater  
Official Station = Olympia  
TDS = Lacey

<u>Leg</u>	<u>Reimbursable?</u>
1	No
2	No



Olympia, Lacey and Tumwater

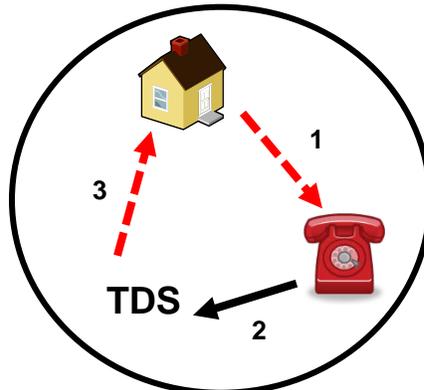
**This is considered your normal commute and is NOT reimbursable.**

**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

<u>Leg</u>	<u>Reimbursable?</u>
1	No
2	Yes
3	No



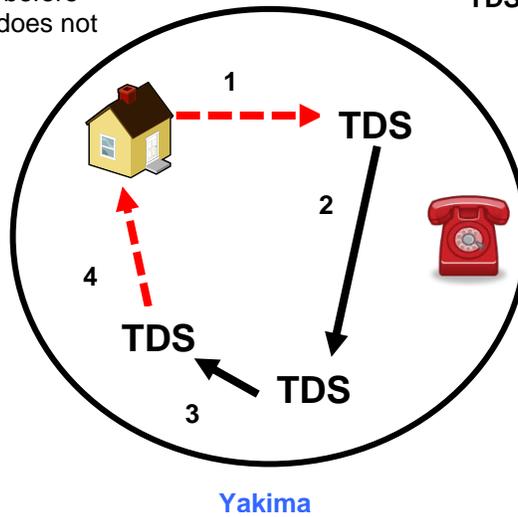
Seattle

**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

<u>Leg</u>	<u>Reimbursable?</u>
1	No
2	Yes
3	Yes
4	No

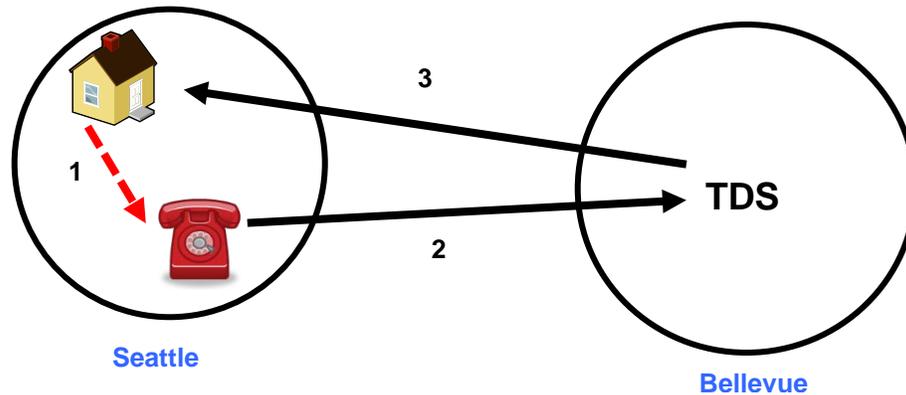


**Example 5**

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

<u>Leg</u>	<u>Reimbursable?</u>
1	No
2	Yes
3	Yes

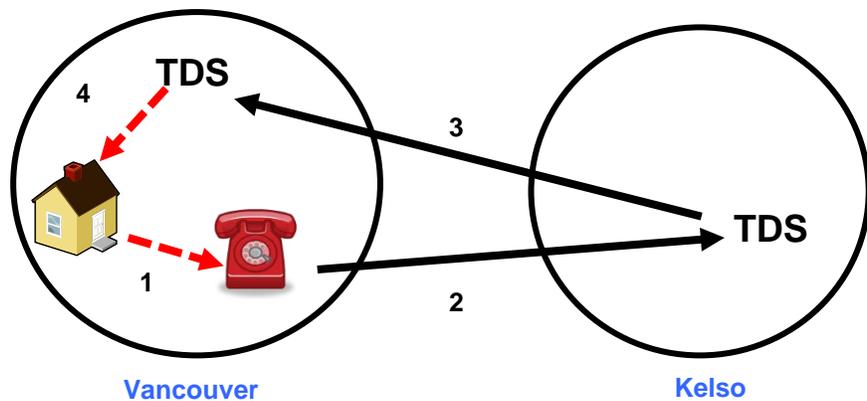


**Example 6**

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

<u>Leg</u>	<u>Reimbursable?</u>
1	No
2	Yes
3	Yes
4	No

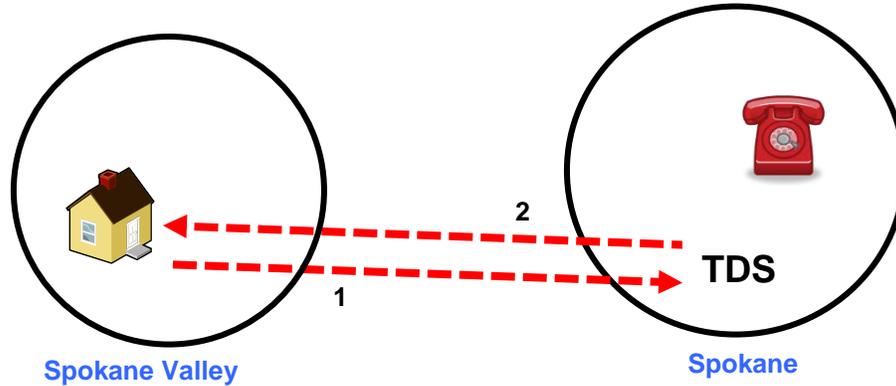


**Example 7**

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



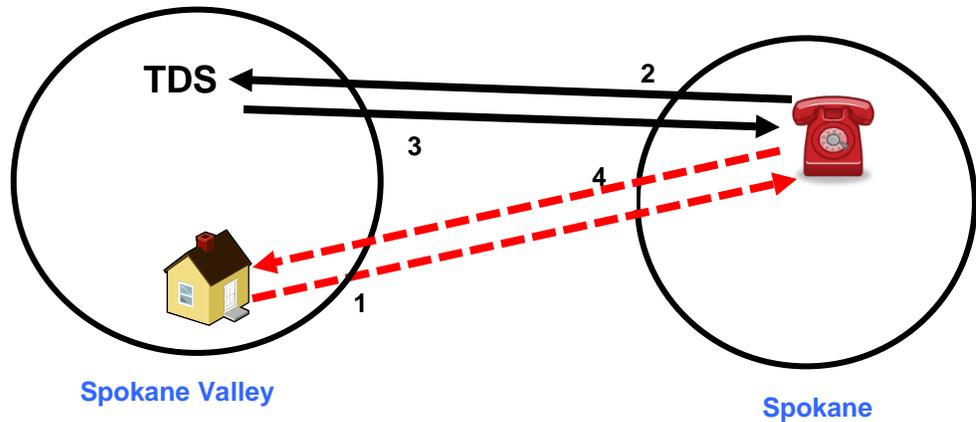
**This is your normal commute and is NOT reimbursable.**

**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



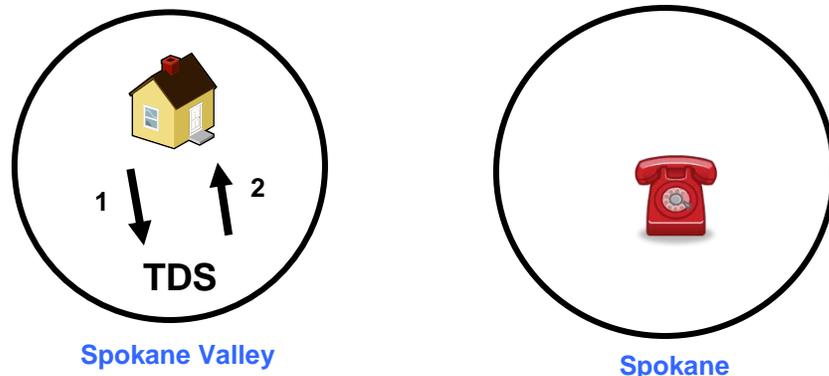
**The 2<sup>nd</sup> & 3<sup>rd</sup> leg of travel would be for official business and not the employees commute.**

**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

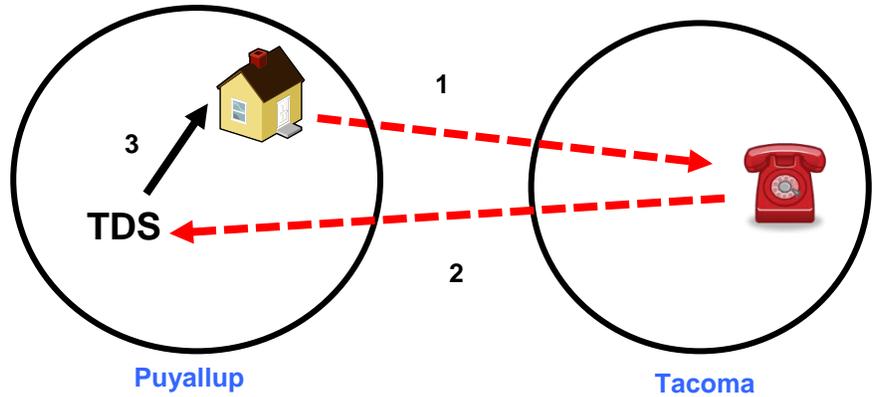


**Example 10**

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

<u>Leg</u>	<u>Reimbursable?</u>
1	No
2	No
3	Yes

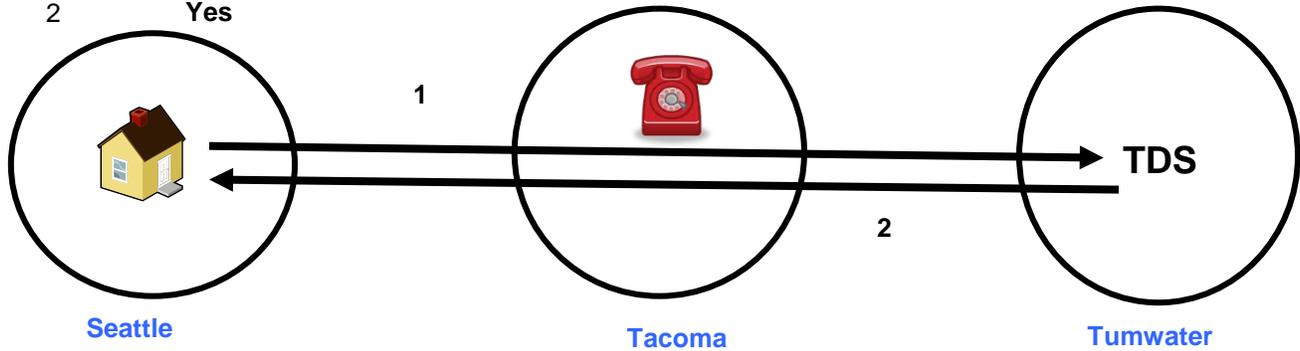


**Example 11**

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

Official Residence = Seattle  
 Official Station = Tacoma  
 TDS = Tumwater

<u>Leg</u>	<u>Reimbursable?</u>
1	Yes
2	Yes



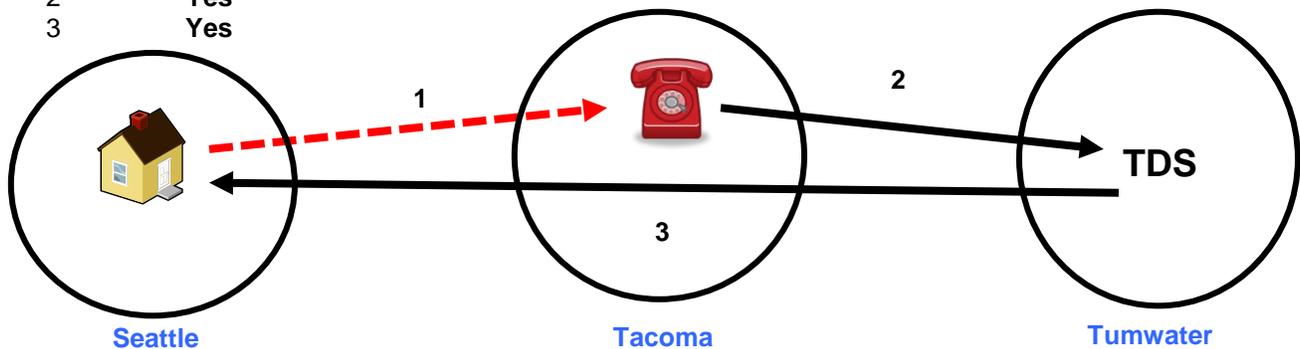
**This is NOT your Normal Commute. The entire trip is reimbursable.**

**Example 12**

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

Official Residence = Seattle  
 Official Station = Tacoma  
 TDS = Tumwater

<u>Leg</u>	<u>Reimbursable?</u>
1	No
2	Yes
3	Yes

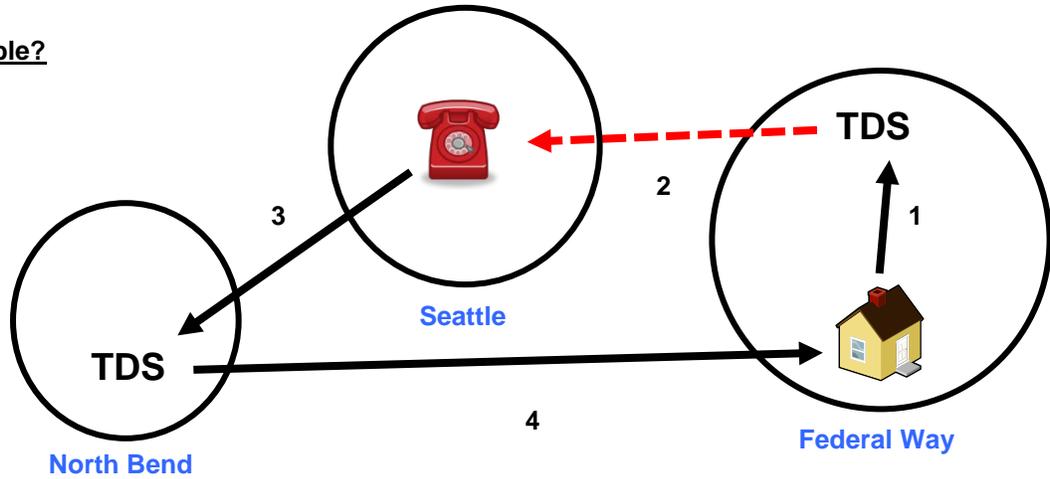


**Example 13**

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

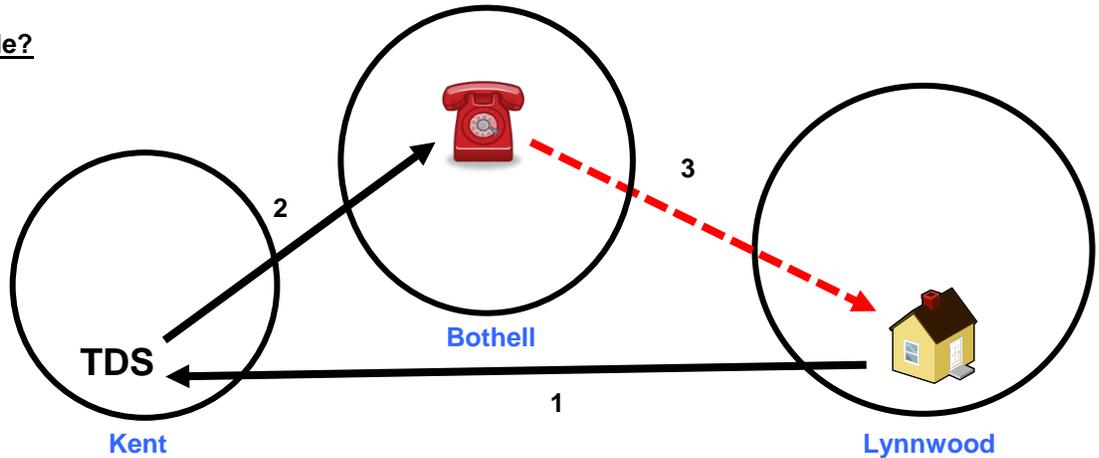


**Example 14**

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

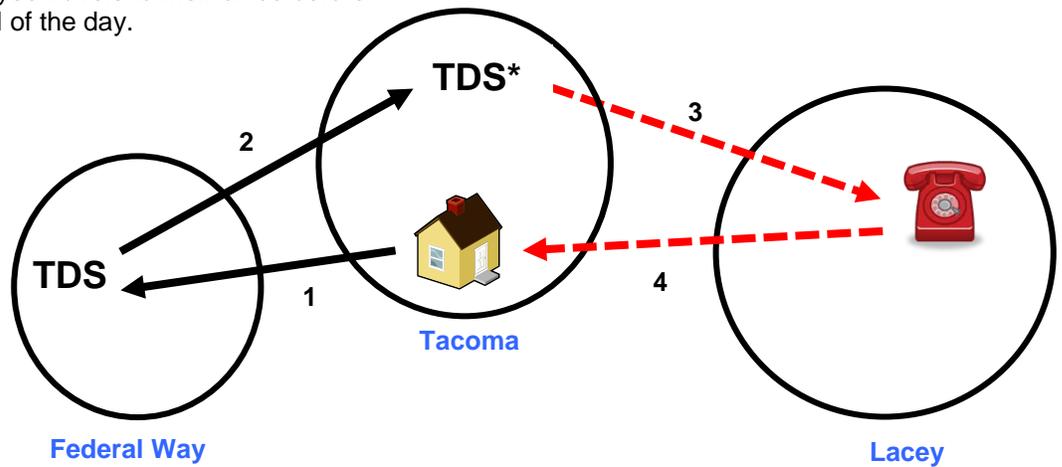


**Example 15**

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

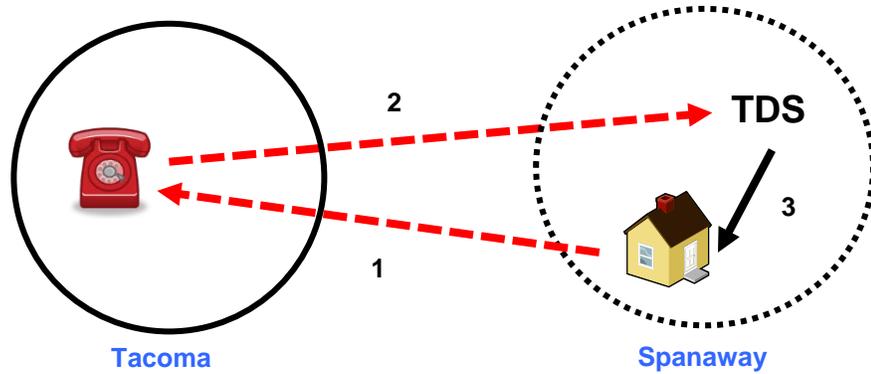


### Example 16

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



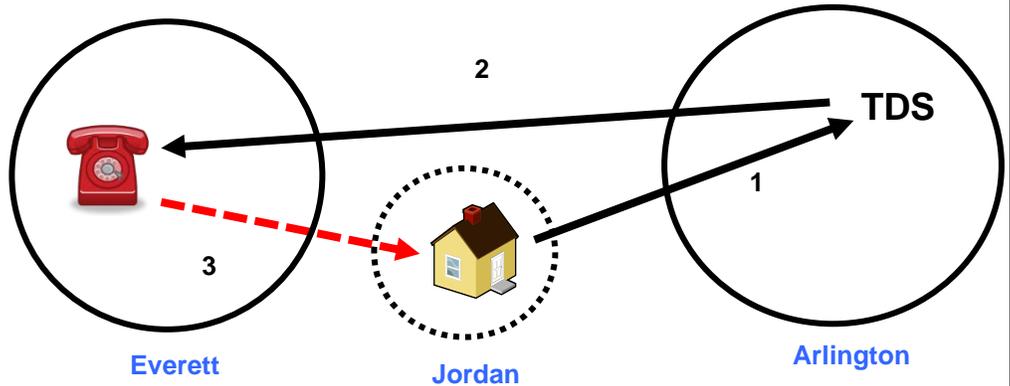
Even though Leg 2 is longer than the distance between home and office, it is still considered the employee's Normal Commute (Tacoma to Spanaway).

### 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



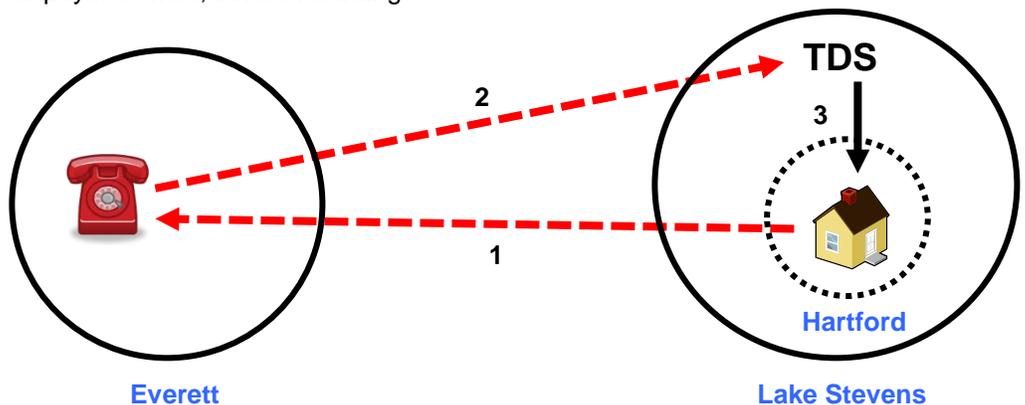
Since "Jordan" is not within the city limits of another incorporated location it is considered a stand-alone location

### 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



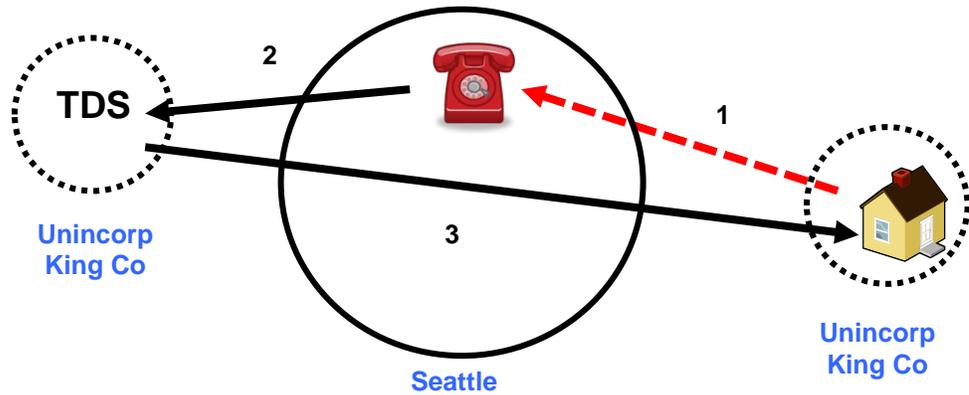
Even though your home is in "Hartford," it is within the Lake Stevens city limits, so Lake Stevens is considered your Official Residence.

**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

<u>Leg</u>	<u>Reimbursable?</u>
1	No
2	Yes
3	Yes

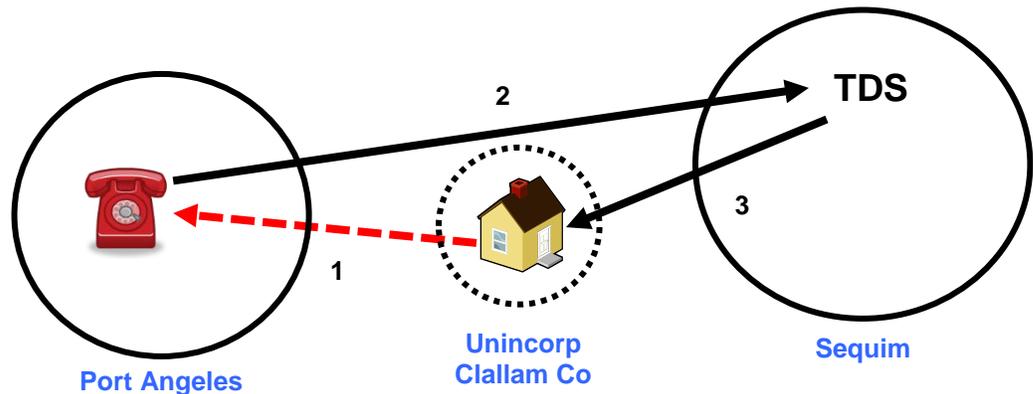


**Example 20**

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

<u>Leg</u>	<u>Reimbursable?</u>
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.