

MILEAGE CALCULATIONS

Per the VASE Association Agreement, Article 8.5 Section A 2b, the employee shall be reimbursed **ONLY** for the **excess** mileage for the first and/or last stop of the workday when either or both stops are farther away from the employee's home than the Vermilion Educational Center. Excess miles are calculated by subtracting the mileage between home and the Vermilion Educational Center from the mileage between home and the first or last business stop.

EXAMPLE 1:

Mileage from Home to First/Last stop = 45 miles

Mileage from Home to VASE = 35 miles

You can charge VASE mileage of 10 miles (45-35=10)

EXAMPLE 2:

Mileage to First/Last stop = 25 miles

Mileage from Home to VASE = 35 miles

You can **NOT** charge VASE mileage. (25-35=-10)

All other mileage throughout your day should be charged based on the VASE mileage chart.

If you still have questions as to how mileage is calculated, please contact me.