

Georgia State University

Local Mileage

An employee traveling on required University business will be reimbursed for local mileage provided these miles are in **excess** of the daily commute between the place of residence and Home Campus. Claims for local mileage must show actual originating location, points visited and the return location. A point-to-point and purpose of trip explanation is required. Actual Commute mileage should be considered in mileage claim.

- **Non Campus2Campus** mileage must be supported with trip navigations, such as MapQuest.
- **Campus2Campus** mileage reimbursement will be limited to the following:

Between Alpharetta and		Between Lakeside and		Between GSU Main (Downtown)	
Buckhead Center	19	Alpharetta	24	Alpharetta (GA 400)	27
Clarkston	30	Buckhead Center	16	Buckhead Center	9
Decatur	37	Clarkston	4	Clarkston (I-20)	17
Dunwoody	14	Decatur	13	Decatur (I-20)	11
Lakeside	24	Dunwoody	9	Dunwoody (GA 400)	18
Main (Downtown)	27	Main (Downtown)	21	Newton (I-20)	42
Newton	63	Newton	43	Lakeside (I-85)	18
P'chtree Dunwoody Center	14	P'chtree Dunwoody Center	18	P'chtree Dunwoody Center	14
Between Clarkston and		Between Newton and		Between Buckhead Center	
Alpharetta	30	Alpharetta	63	Alpharetta	19
Buckhead Center	19	Buckhead Center	57	Clarkston	19
Decatur	10	Clarkston	40	Decatur	22
Dunwoody	13	Decatur	35	Dunwoody	11
Lakeside	4	Dunwoody	51	Lakeside	16
Main (Downtown)	17	Lakeside	43	Main (Downtown)	9
Newton	40	Main (Downtown)	44	Newton	57
P'chtree Dunwoody Center	15	P'chtree Dunwoody Center	53	P'chtree Dunwoody Center	7
Between Decatur and		Between Dunwoody and		Between P'chtree Dunwoody Center and	
Alpharetta	37	Alpharetta	14	Alpharetta	14
Buckhead Center	22	Buckhead Center	11	Buckhead Center	7
Clarkston	10	Clarkston	13	Clarkston	15
Dunwoody	22	Decatur	22	Decatur	23
Lakeside	13	Lakeside	9	Dunwoody	6
Main (Downtown)	11	Main (Downtown)	20	Lakeside	11
Newton	35	Newton	51	Main (Downtown)	14
P'chtree Dunwoody Center	23	P'chtree Dunwoody Center	6	Newton	53

*All Mileage One Way

Prohibited Mileage Reimbursements

Employees are not entitled to mileage reimbursement for:

- Travel between their place of residence and their home campus, or
 - Personal mileage incurred while on travel status