

Mileage Policy:

- All faculty are assigned a home campus. This is normally the site closest to their residence. In some instances of special need in a particular location, it is the site which was designated during the faculty recruiting process.

- OCU does not reimburse mileage for classes taught at the designated home campus.

-Mileage reimbursement is calculated from either the home campus to the other site, or the residence to the other site, whichever is less.

-Special case: Columbus is one designated home campus, encompassing the sites of Lighthouse, Columbus State, and Children's Hospital. When a Columbus faculty member travels to a non-Columbus site, mileage is reimbursed from the closest actual site (Lighthouse, Columbus State, or Children's Hospital), or from the residence, whichever is less.

-OCU does not automatically reimburse mileage. A mileage reimbursement request must be submitted no later than 60 days after the travel was completed (i.e., the last night of class). The

Mileage Reimbursement Form is available at:

<https://sonis.ohiochristian.edu/downloads/Expense%20Reimbursement%20Form.xls>.

-Faculty who itemize their tax returns may wish to investigate possible benefits for calculating business mileage tax deduction in addition to or in lieu of requesting reimbursement.