

## **Commuting mileage during the COVID-19 pandemic Frequently Asked Questions**

### **1. What is the University's policy regarding commuting mileage?**

The University of Connecticut Travel and Entertainment Policies and Procedures provides as follows:

“Employees are responsible for getting to and from work each workday. Employees will not be reimbursed for mileage associated with their normal commutes, regardless of the location of their home in relation to their official duty station at the University. Moreover, when an employee travels from their home to an off-site business destination (including an airport or a rail station), only the difference between the mileage to the off-site destination and the mileage of the employee's normal commute is eligible for reimbursement. In other words, employees must deduct the mileage of their normal commute when they claim mileage for travel from their homes to business destinations.”

### **2. Will the University continue to adhere to this policy during the COVID-19 pandemic?**

Yes.

### **3. I am telecommuting as a result of the COVID-19 pandemic. I am currently working from home every day, per the terms of my telecommuting agreement. If I submit a mileage expense reimbursement for travel between my home and a business destination, am I still required to deduct the mileage of my normal commute from my mileage reimbursement?**

Yes. The IRS has not issued guidance changing its commuting mileage rules as a result of COVID-19 and the University's policy has not changed as a result of COVID-19. UConn employees are telecommuting and working from home on a temporary basis due to COVID-19, such that your normal commute remains the same. University policy requires you to deduct the mileage of your normal commute from a mileage reimbursement claim.