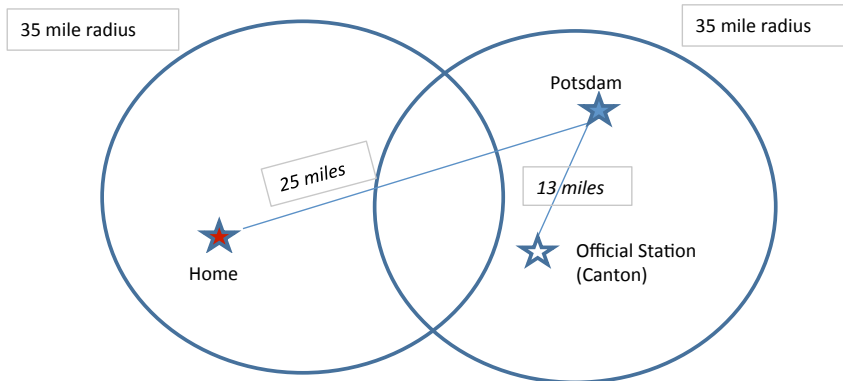
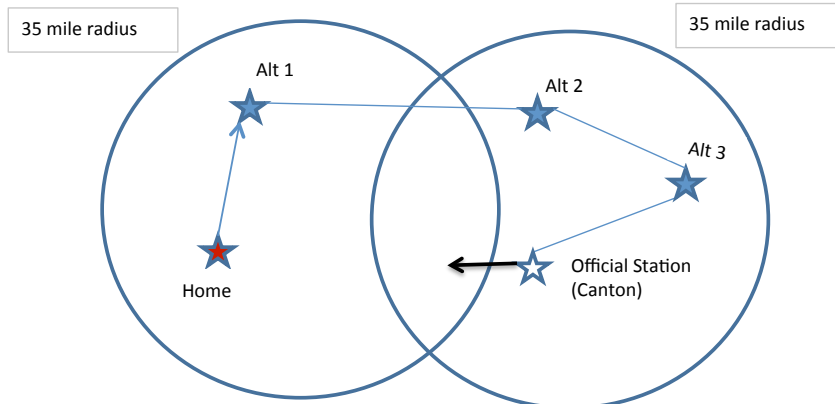


The following are three examples of the application of the "lesser of mileage rule."

1) An employee is traveling to an alternate work location less than 35 miles from his/her home and less than 35 miles from his/her official station. The employee returns home from the alternate work location, without reporting to his/her official station. This employee is NOT in travel status. However, at a minimum the employee should be reimbursed following the "lesser of mileage rule." The distance from home to the alternate work location is 25 miles and the distance from the employee's official station to the alternate work location is 13 miles. The employee will receive mileage reimbursement from his/her official station to his/her alternate work location (13 miles). The "lesser of mileage rule" will also apply to the return trip home.

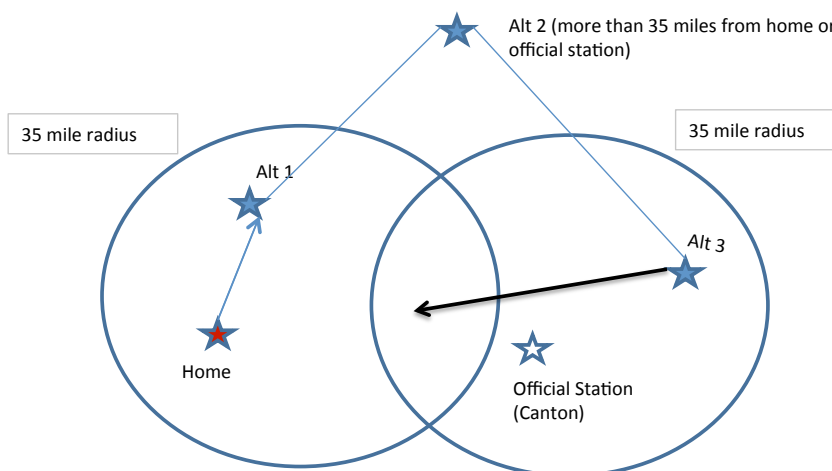


2) An employee is traveling to multiple work locations all within 35 miles of his/her home and official station. This employee is NOT in travel status. However, at a minimum, the employee should be reimbursed following the "lesser of mileage rule". In addition, the employee should be reimbursed actual mileage between each additional alternate work location (e.g. 1 to 2, 2 to 3). Therefore, in this example, the employee would be entitled to reimbursement for mileage between Home and Alt 1, Alt 1 and Alt 2, Alt 2 and Alt 3, and Alt 3 and Official Station. The employee would not be entitled to reimbursement for mileage between his/her home and his/her official station because this is considered the employees normal commute.



Alt 1 could be Gouverneur  
Alt 2 could be Ogdensburg  
Alt 3 could be Potsdam

3) An employee is traveling to 3 alternate work locations, one of which is more than 35 miles from both the employee's home and official station. The employee returns home from the last alternate work location, without reporting to his/her official station. Since the employee traveled to a location beyond 35 miles from home and official station, the employee is now in travel status and is entitled to actual mileage. Therefore, in this example, the employee would be entitled to reimbursement for actual mileage between Home and Alt 1, Alt 1 and Alt 2, Alt 2 and Alt 3, and Alt 3 and Home.



Alt 1 could be Gouverneur  
Alt 2 could be Watertown  
Alt 3 could be Potsdam