

SALT LAKE COMMUNITY COLLEGE
Standard Mileage

Call Accounts Payable – Cree McNulty x 4613 for current mileage reimbursements rates.

One-way standard mileage to listed destinations

	Airport Facility	Community Writing Center	Jordan Campus	Larry H. Miller Campus	Library Square Campus	Meadowbrook Campus	Taylorsville Redwood Campus	South City Campus	West Pointe Campus	West Valley Center
Airport Facility		6.5	16.8	17.1	6.7	9.9	9.6	9.6	0.7	7.7
Community Writing Center	6.5		17.5	15	0.2	7	9.9	2.4	6	11.8
Jordan Campus	16.8	17.5		5.3	17.6	11.7	8.4	14.9	16.7	10.1
Larry H. Miller Campus	17.1	15	5.3		15	10.2	8.6	12.4	17.6	14.4
Library Square Campus	6.7	0.2	17.6	15		6.8	9.7	2.2	5.9	12
Meadowbrook Campus	9.9	7	11.7	10.2	6.8		3.7	4.2	9.4	7.9
Taylorsville Redwood Campus	9.6	9.9	8.4	8.6	9.7	3.7		7.3	9.9	6.4
South City Campus	9.6	2.4	14.9	12.4	2.2	4.2	7.3		9.9	10.7
West Pointe Campus	0.7	6	16.7	17.6	5.9	9.4	9.9	9.9		11.3
West Valley Center	7.7	11.8	10.1	14.4	12	7.9	6.4	10.7	11.3	

From Taylorsville Redwood Campus to:

Argosy University	12
Brigham Young University	46
Dixie State University	307
Neumont University	10
Snow College	156
Southern Utah University	256
State Capitol Building	11
USHE – Gateway Mall	10
Utah State University Eastern	123
University of Utah	12
Utah State University	90
Utah Valley University	40
Weber State University	35

Travel Account Codes

Budget Center Manager	In State Development	90025
	In State Other	90045
	Out of State Development	90125
	Out of State Other	90145
Faculty	In State Development	90020
	In State Other	90040
	Out of State Development	90120
	Out of State Other	90140
Staff	In State Development	90010
	In State Other	90030
	Out of State Development	90110
	Out of State Other	90130
Motor Pool		90060
Recruitment	In State Travel	90050
	Out of State Travel	90150

Mileage will be computed based on the most economical, usually traveled routes.

For trips where the destination is less than **50** miles one way from the traveler’s regular work place, reimbursement for a private vehicle will be at the lower rate indicated on the STARR <http://www.slcc.edu/accounts-payable/travel.aspx> unless a College motor pool vehicle is not available. If a College motor pool vehicle (excluding large vans or buses) is not available, the higher reimbursement rate will apply. It is the traveler’s responsibility to contact the College Motor Pool Office to reserve or verify the availability of a vehicle for the day and time of travel.

Travel Account Code Definitions: “Development” means that the purpose of travel is to a conference, seminar, workshop, or something that increases the employee’s knowledge or adds aspects they can use in their jobs. “Other” means that the purpose of the travel is a normal job function, such as a meeting or site visit.

Exceptions: Located on page 11 in the Policy and Procedures Manual for Travel Reimbursements

<http://www.slcc.edu/accounts-payable/policies.aspx>