

Parking and Mileage Reimbursement Guidelines

- 1) If you are driving to the conference/meeting from LCC, keep track of the miles from LCC to the location and back to LCC. If you return home from the conference/meeting site, you may claim mileage back to LCC **IF** your home location exceeds the mileage back to LCC. You will need to provide your home address on the claim. If your home is closer than driving back to LCC, no mileage can be claimed.
- 2) If you are driving to the conference/meeting from your home, you may be reimbursed for the mileage which exceeds the miles normally traveled between home and LCC. You will need to provide your home address on the claim.
- 3) For conferences/meetings held on the weekend, assuming this is not your normal work day (notate normal work days on the form), mileage may be reimbursed. Keep track of the miles from home to the conference/meeting and return.
- 4) Parking fees may be reimbursed. Original receipts must be submitted with the claim.