

## Remote Work FAQ

### **Where does my travel begin and end for expense reporting purposes?**

- MSU business travel typically begins and ends at the business traveler's primary MSU work site.

### **What if I have a Remote Work Agreement (RWA)?**

- MSU business travel may begin at an employee's remote work site, depending on whether the RWA is a Hybrid or Fully Remote agreement.

### **What is a Hybrid schedule?**

- Working at an MSU work site for a defined period of time each week.

### **If I have an RWA, when may my business travel expenses be reimbursable?**

- Travel to a satellite MSU work site or a non-MSU location from the employee's main place of work.
- For out-of-state RWA, travel to an MSU work site in Michigan.
- For in-state RWA, unless business needs require an overnight stay, there is no reimbursement for travel to an employee's primary work site.

### **Will I be reimbursed for travel from my primary work site of business, or my home?**

- Travel is reimbursed from the primary work site (for example, MSU's East Lansing, MI campus) to the destination unless travel from home is closer to the destination.

### **What if my Remote Work Agreement is categorized as fully remote and my work location is in the State of Michigan?**

- Costs incurred to travel to your primary department's MSU work site location, unless business needs require overnight stay, are not reimbursed.
- Costs incurred to travel to a satellite MSU work site or a non-MSU location from an employee's main place of work for business may be reimbursed.
- Travel is reimbursed from the employee's remote work site to/from the destination.

### **I work remotely in St. Johns, Michigan and I have to come into my assigned MSU work site (ex. East Lansing campus) once a month for training. Will I be reimbursed mileage for driving to campus?**

- Unless business needs require an overnight stay, there is no reimbursement for travel to an employee's assigned MSU work site. Mileage in this case would not be reimbursed.

### **If I do not have a RWA, drive from my home in my personal vehicle to a business-related meeting 200 miles round trip from the meeting site, and my**

**MSU work site is 100 miles round trip, which mileage amount is used to calculate mileage reimbursement?**

- Because a remote work agreement does not exist, 100 miles would be the correct basis for reimbursement.

**If I am working under a 1 day per week Hybrid schedule with my MSU work site in East Lansing, but choose to live in Chicago, will I be reimbursed for my weekly travel to Michigan (MSU assigned work site) to report to work?**

- No. Unless business needs require an overnight stay, Hybrid work agreements do not allow reimbursement for travel to an assigned MSU work site.