

# MILEAGE CHART

## Private Vehicle Mileage Allowances

The maximum mileage reimbursement rate for employees who use their own vehicle on University business is **.345 cents** per mile. Whenever a trip commences or terminates at an employee's home the employee must compute their mileage from either home or SSU, **whichever result in the lesser distance**. An exception to this rule is when an employee is driving to or from a common carrier (airport, bus) and travel commences or terminates before or after their regularly scheduled work day or on a regularly scheduled day off. In this instance the employee may compute their mileage from their residence rather than SSU.

Form 261 (Authorization To Use Privately-Owned Vehicle On State Business) should be completed prior to employee's use of his/her vehicle for University Business. The original form should be retained by the employee's supervisor and renewed annually.

Below is a mileage chart that lists the one-way mileage that has been computed from Sonoma State University to various frequently traveled locations. The distances are calculated to the central point of each city and are to be used by employees when they travel to these locations.

**Mileage Chart**

LOCATION	MILEAGE	LOCATION	MILEAGE
Arcata	235	Pomona	454
Bakersfield	339	Reno	228
Berkeley	51	Rohnert Park	3
Calistoga	31	Sacramento	102
Capella	79	Salinas	159
Chico	170	San Anselmo	41
Cloverdale	42	San Bernardino	507
Cotati	2	San Carlos	63
Crescent City	322	San Diego	572
Davis	86	San Jose	98
Eureka	237	San Luis Obispo	281
Fresno	232	San Mateo	62
Fullerton	470	San Rafael	33
Geyersville	33	Santa Barbara	398
Hayward	80	Santa Clara	89
Healdsburg	25	San Francisco	55
Irvine	470	S.F. Airport	70
Long Beach	490	Santa Cruz	126
Los Angeles	451	Santa Rosa	11
Mendocino	105	Sebastopol	9
Mill Valley	40	Shell Beach	302
Monterey	170	So. Lake Tahoe	201
Napa	37	Sonoma	21
Novato	23	Stockton	113
Oakland	55	Turlock	144
Oakland Airport	62	Ukiah	72
Occidental	25	Vallejo	39
Petaluma	12	Windsor	20
Pleasanton	88	Yosemite	258