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.