Memorandum

To:         PDCCC Staff
From:      Joe Edenfield, Vice President of Administration and Technology
Date:     September 11, 2015
Re:       Standard Mileage for Between Campus Trips

Please Note:
Miles traveled one-way between campuses you are claiming on your Travel Expense Reimbursement Voucher (TERV) should be listed as follows:

- Franklin to Suffolk = 20 miles
- Franklin to Smithfield = 31 miles
- Franklin to Hampton = 60 miles
- Suffolk to Franklin = 20 miles
- Suffolk to Smithfield = 24 miles
- Suffolk to Hampton = 40 miles
- Smithfield to Franklin = 31 miles
- Smithfield to Suffolk = 24 miles
- Smithfield to Hampton = 20 miles
- Hampton to Franklin = 60 miles
- Hampton to Suffolk = 40 miles
- Hampton to Smithfield = 20 miles

Please attach this memo to your TERV in order to receive reimbursement for this expense.
Thank you for your time and assistance.