

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.11
		ADMIN. CODE:	3362-4-05
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	1/19/91
SUBJECT:	PART-TIME FACULTY TRAVEL POLICY	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

- 1.0 In order to encourage qualified individuals to teach at Shawnee State, the University provides the benefit of reimbursing those individuals that must commute more than twenty-five (25) miles one way or more than fifty (50) miles round trip to perform their teaching assignments.
- 2.0 The basis for measuring the fifty mile limitation will be the calculation of mileage to and from the designated teaching location from either the individual's house (using the town or city included in the individual's Post Office address) or Shawnee State's campus, whichever is less. Thus, if a part-time faculty member travels sixty (60) miles round trip, as measured by the method described above, to perform his teaching responsibility, he/she will be reimbursed for sixty (60) miles for this particular trip. However, if a part-time faculty member travels forty-five (45) miles round trip to perform his/her teaching responsibilities, as measured by the method described above, he/she will not be reimbursed.
- 3.0 Procedure. Eligible part-time faculty will be reimbursed at the University's current travel reimbursement rate per mile. Mileage must be reported on travel forms obtained from the appropriate Dean/Chairperson. These reports must be turned in to the appropriate Dean/Chairperson at the end of each quarter. The administrator will check each travel voucher for accuracy, and will sign and forward the first three copies to the Controller's Office authorizing reimbursement.