California State University, East Bay
College of Business & Economics

Policy on Reimbursement for Travel to Another Work Location

Policy for reimbursing for travel to campus:

A. All CBE Tenured/TT faculty’s home campus (normal work location) is the Hayward campus.

B. CBE will reimburse tenured/tenure track faculty for on-load work related travel to another CSUEB campus / location consistent with the following scenarios:

1. If they teach in Hayward only (whether 1, 2 or 3 sections), they don’t get reimbursed for their travel to and from Hayward (travel from residence to normal work location is considered commuting – and is not allowed).

2. If faculty teach at another location (e.g., Concord) ONLY on a given day, they are reimbursed only for the difference in mileage between a round-trip to that location and their normal round-trip to work (residence-Hayward-residence).

3. If they teach at two or more locations on a given day (i.e., both Concord and Hayward) or teach at one location and have a meeting at another location (e.g., teach in Concord and come to Hayward for University/College business (e.g., attend a committee meeting) or teach in Hayward and go to Concord for University/college business), they are reimbursed for the difference in total mileage and their normal round-trip to the home campus (i.e., residence-Hayward-residence).

4. A faculty member who teaches a class off-load at a Bay Area location will not be reimbursed for travel.

Approved: 11/08/2011