

## REIMBURSEMENT FOR USE OF PRIVATE CARS FOR MANDATORY TRAVEL (AS OF 6-1-98)

This policy applies to mandatory travel reimbursements and has been in effect since 1982. Mandatory travel is defined here as travel required by faculty in order to perform teaching duties that generate the necessary WTU toward the annual 36 WTU workload.

The basic premise of the policy is that on a given day, a faculty member can claim mandatory travel that exceeds one round trip between his home and the campus. For example, a faculty member lives 10 miles from the campus and on a given day travels to a class or student supervision site that is 22 miles from the faculty member's home. Total travel from home to site to home is 44 miles. The faculty member is entitled to claim 44 miles minus 20 miles (the distance between home to campus to home) or 24 miles ( $44-20=24$ ).

Other examples include:

1. A faculty member travels 10 miles from home to campus, then to an instructional site 20 miles away from the campus, then to home which is 22 miles from the site; the reimbursement claim would be for 32 miles ( $10+20+22-20=32$ ). The same mileage (32) can be claimed if the faculty member reverses the above travel pattern, that is, going from home to site to campus and then home.
2. A faculty member who travels from the campus to an instructional site then back to the campus can claim the total mileage.