

Travel To and From Classes

Full-time faculty members and adjunct faculty may be reimbursed for travel to assigned classes or other duties at locations other than the main campus or primary assigned location if approved by the appropriate Vice President. No mileage reimbursement may be claimed for travel to the first class of a given day unless the driving distance to the first class is greater than the driving distance to the teacher's primary assigned location. In such cases, the teacher may be reimbursed only for mileage for the difference in distance between the first assignment and the primary assigned location.

Full-time faculty members and adjunct faculty shall be reimbursed for travel between classes in instances where they are assigned to teach at more than one location during a given day.

Mileage reimbursements must be submitted to the Accounting Department no later than the 10th business day of the month following the date the travel occurred.

The reimbursement rate for approved travel shall be set by the Board of Trustees or as indicated in approved collective bargaining agreements.