



POLICY NUMBER: SLCC-AF-1100
POLICY AND PROCEDURES MEMORANDUM

Title: Policy on Reimbursement for
Automobile Travel by Faculty/Staff
Approval Date: 3/21/13
Effective Date: 3/21/13
Date of Last Revision/Review Date:
Cancellation:

SLCC Policy on Reimbursement for Automobile Travel by Faculty/Staff

This policy refers to Faculty (full time and adjunct) and staff who are required to travel between college sites of South Louisiana Community College to either deliver course specific instructional services or complete administrative or work duties.

All faculty and staff, irrespective of the campus or site in which their office or workspace is normally located, are collectively employees of the campus and multiple sites South Louisiana Community College. As such, they are required to deliver instructional services or complete administrative or work duties where needed, on the campus or on the multiple sites of the college. As a consequence of this requirement automobile travel between sites may/will be required. Reimbursement for such travel will be made available following the guidelines set out below:

1. Faculty/Staff should utilize a college vehicle where possible and available. To be able to claim reimbursement, an Instructor / Staff member must demonstrate that a state vehicle was not available for use.
2. Should a vehicle not be available, a vehicle may be rented from the Enterprise Rent a Car State Motor contract if the travel will exceed 100 miles between sites in a day. How this distance is calculated is explained below.
3. If the instructor/staff member chooses to use his/her own vehicle, reimbursement may not exceed a maximum of 99 miles per trip and or day and will be reimbursed at the state rate per mile (currently \$0.51, February 2013).

The distance that can be claimed is explained in the following example:

The first automotive trip to any college campus or site from home is not claimable for miles. Once the Instructor has delivered an instructional service (a class, a lab, etc.) or a Staff member completed the required substantial administrative duties or work, the distance to the next site where the Instructor must teach again or the Staff member must complete further

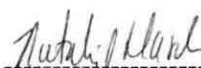
required substantial duties or work, this distance is claimable for reimbursement. The last trip of a day, to home from a campus or site is not claimable. In this manner, as long as the Instructor teaches or the Staff member completes duties, at series of sequential sites, this distance is claimable, up to 99 miles per trip and or day.

Claims for reimbursement must include the following:

- a. Documentation that a state vehicle was not available
- b. The date/time of instruction delivered at each site or the work duty performed at each site
- c. That the route taken was the most direct (as shown by Mapquest)
- d. The daily mileage claimed and the total mileage claimed
- e. Claims must be submitted monthly for approval to the appropriate Budget Manager through a Supervisor if applicable. Claims over two months old will not be processed for reimbursement.

<i>x</i>	Reviewing Council/Entity	Approval Date	Effective Date
<i>x</i>	<i>Cabinet Approval</i>	<i>March 21, 2013</i>	<i>March 21, 2013</i>
<i>x</i>	<i>Executive Committee Approval</i>	<i>March 21, 2013</i>	<i>March 21, 2013</i>
<i>x</i>	<i>Chancellor Approval</i>	<i>March 21, 2013</i>	<i>March 21, 2013</i>

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