

Faculty Travel to Stetson Locations

Policy on Faculty Travel Stipends to Reimburse Faculty for Multi-Campus-Related Instructional Travel for Assigned Course Instruction, *UPDATED AUGUST 2020*.

Introduction

This policy supplements Stetson’s current Travel Reimbursement Policy and addresses travel expenses associated with full-time Stetson faculty with instructional travel between Stetson’s campuses for an assigned course. This policy was developed to establish a University-wide policy to ensure that travel expenses incurred by full-time faculty conducting cross-campus instruction are sufficiently covered and minimize (and improve in some cases) the financial impact to faculty. The policy went into effect on January 1, 2015, with first revision effective as of August 15, 2016, the second revision effective as of August 15, 2017, and the current revision effective as of August 15, 2020. The policy will continue to be revised and updated when significant changes in rates or assumptions change. Department Chairs and Deans are expected to minimize cross-campus travel wherever possible.

Travel Stipend Reimbursement Temporarily Halted Until Further Notice

Faculty travel for cross-campus-related instructional travel will be reimbursed for mileage, tolls, and also hotel stays for sites greater than 75 miles one-way, with a maximum amount based on the GSA rate for the area unless approved in advance by the Office of Academic Affairs. Faculty can receive reimbursements by processing a travel reimbursement form or check request on a monthly or end of semester basis. Receipts for tolls and hotel expenses will be required. The maximum reimbursement rates for the sites that cross-campus instruction is being delivered to are listed in the following table:

		Maximum Reimbursement Per Trip						
From/To	To/From	Mileage via Rt 417 (1 way)	Mileage \$.445/mile Round Trip	Tolls (Cash) Round Trip (Rt 417)	Hotel May-Dec (GSA Rate)	Hotel Jan-Apr (GSA Rate)	Total (May-Dec)	Total (Jan-Apr)
DeLand	Valencia Osceola Campus	69	\$61.41	\$12.00	NA	NA	\$73.41	\$73.41
DeLand	Lake City	136	\$121.04	NA	\$96.00	\$96.00	\$217.04	\$217.04
DeLand	Gulfport	148	\$131.72	\$18.00	\$122.00	\$158.00	\$271.72	\$307.72
DeLand	Tampa	122	\$108.58	\$18.00	\$122.00	\$158.00	\$248.58	\$284.58
DeLand	Flagler	33	\$29.37	NA	NA	NA	\$29.37	\$29.37

Faculty will be reimbursed for travel expenses for one course per semester taught during fall, spring, and summer semesters for courses with 15 or fewer class sessions. Courses with greater than 15 class sessions will be considered on a case by case basis.

Travel reimbursement is provided based on actual travel expenses incurred. For multiple eligible courses that meet on the same day at the same location, only one travel trip will be reimbursed. Travel reimbursement for additional trip(s) for advising and/or classroom preparation must be approved by the Office of Academic Affairs in advance.

Faculty traveling more than 75 miles one-way between campuses (i.e., between DeLand/Lake City, DeLand/Tampa, and DeLand/Gulfport) may be reimbursed for lodging at the approved per diem rates if lodging is unable at the destination campus.