



POLICY & PROCEDURE DOCUMENT

NUMBER: 3.1020

DIVISION: Finance & Administration

TITLE: Reimbursement for Employee Travel To/From Regional Campuses

DATE: September 22, 2014

Authorized by: K. Ann Mead, Sr. VP of Finance & Administration

I. Purpose and Scope

Many employees are assigned to teach or conduct business at WKU's regional campus locations in Owensboro, Glasgow, or Elizabethtown/Fort Knox. For example, some faculty have permanent appointments to teach at a specific campus, while others are assigned ad-hoc responsibilities from semester to semester, depending on enrollment and staffing requirements. In addition, an employee whose primary place of work is a regional campus may be required to travel to the main campus for certain activities (e.g., faculty meetings, convocations). This policy clarifies the circumstances whereby an employee can receive reimbursement for mileage between the primary place of employment and an approved secondary location.

Definition

An employee's "primary place of employment" is the WKU main campus in Bowling Green, unless explicitly specified otherwise in an appointment letter, in a current annual faculty workload agreement (see Policy 1.2091) or in another appropriate document.

II. Policy

1. Full time employees who commute from their residence to the primary place of employment, wherever that is located, are not eligible for mileage reimbursement.

Example: An employee lives in Bowling Green and teaches full-time at the Glasgow campus. Mileage reimbursement is not allowed as this is considered by the IRS as a commute, with Glasgow designated as the primary work place.

2. Full time employees who commute to one WKU campus to start their workday and who are then assigned a course or other job-related activity at another campus location are eligible to claim mileage reimbursement. If the employee returns directly home from the second location, mileage reimbursement is limited to the **lesser** of: a) the distance from the second

location to home; or b) the distance from the second location to the WKU campus where the workday began.

Example: A faculty member lives in Barren County, 15 miles from the WKU-Glasgow campus, and works at the WKU Main Campus. The faculty member is assigned to teach a class at the Glasgow campus on Tuesday afternoons, but returns directly home from WKU-Glasgow after the class concludes. The faculty member may claim mileage reimbursement for travel from the WKU Main Campus to WKU-Glasgow, and from WKU-Glasgow home.

3. If an employee is assigned to a location that is not their primary work location on an ad hoc or per-semester basis, and then returns to the primary work location before going home, then round-trip mileage reimbursement to the secondary location is permitted.

Example: A faculty member works primarily at the WKU Main Campus and is assigned to conduct a clinical in Owensboro on Wednesdays. The faculty member begins the work day at WKU Main Campus, travels to Owensboro for the clinical, and then returns to the WKU Main Campus for work-related activities. Round-trip mileage reimbursement in this case is permitted.

Example: A staff member works primarily at the Elizabethtown Campus and is required to attend a meeting at the main campus. The staff member begins the work day at Elizabethtown, travels to the main campus for the meeting, and then returns to the Elizabethtown Campus for work-related activities. Round-trip mileage reimbursement in this case is permitted.

4. Standard WKU travel reimbursement policies apply for all claims covered by this policy.

III. Procedure

1. Reimbursable activity should be claimed on the standard WKU travel reimbursement form, within 60 days of the activity.
2. Claims for multiple reimbursable trips over an extended period (e.g., a month) are encouraged.
3. Except during Winter Term and Summer Sessions (see III.4 below), mileage reimbursement is the budgetary responsibility of the “host” campus (the location where the pertinent activity is carried out).
 - a. For activities where a regional campus is the “host,” the reimbursement is the budgetary responsibility of the Associate Provost for Regional Higher Education.

Example: If a faculty member travels from the WKU Main Campus to Glasgow for an approved activity, then the Associate Provost for Regional Higher Education will cover the reimbursement.

- b. For activities where the main campus is the “host,” the reimbursement is the budgetary responsibility of the main campus unit (e.g., department, college).

Example: If a full-time Owensboro staff member travels to the WKU Main Campus for an approved activity, then the relevant WKU Main Campus host department will cover the mileage reimbursement.

4. For faculty travel to/from regional campuses in connection with teaching activities during the Winter Term and Summer Sessions, reimbursement is the budgetary responsibility of the Division of Extended Learning and Outreach (DELO).

IV. Related Policies

1.2091 Faculty Workload and Compensation