

**Category:** Operations

**Policy Title:** Mileage Reimbursement Full-time Faculty Teaching Off Campus

**Policy Statement:** If no college vehicle is available, full-time faculty assigned an off campus class as part of their base load shall be compensated for use of personal vehicle to and from said class at the state mileage rate.

**Procedures:** Determination for mileage reimbursement will be considered on a case by case basis by the appropriate administrator. Approval for mileage reimbursement must be obtained before the first class begins.

Mileage will be calculated from GCCC to the teaching site or from an alternative starting point to the teaching site, whichever is less.

The vice president will then prepare a memo indicating the name of the instructor, name of the course and location, reason for payment and account number to be used. A requisition will then be entered into Datatel requesting payment to the instructor. The payment will be charged back to the instructional department cost center and the object code will be 6011. The payment is non-taxable and will be processed by the Business Office.

**Contacts:** Chief Financial Officer

**Approved Date:** 9/1/2016

**Policy History:**

**Keywords:** 6/19/2007

**Related Form:** mileage, reimbursement,