



**POLICY 07:03:00
TRAVEL EXPENSES FOR
MULTIPLE-SITE INSTRUCTION**

- I. Regular full-time instructors who teach classes at multiple sites may be paid a travel allowance for travel between these sites. The only miles which can be claimed under this policy are miles traveled from site #1 to site #2 or additional sites as appropriate and the return mileage to the original teaching site. Commuting miles to site #1 or miles home from the original teaching site will not be reimbursed.

Example 1: When teaching Monday, Wednesday, Friday at the Pellissippi Campus and Tuesday, Thursday at the Blount County Campus, mileage reimbursement cannot be claimed. Each site is considered the daily site campus since travel between sites is not required.

Example 2: When teaching at the Blount County site then traveling to the Pellissippi Campus on the same day to teach, mileage reimbursement can be claimed. Mileage will be reimbursed using the standard mileage scale between sites as listed in the college travel procedures.

- II. Mileage for office hours, meetings, demonstrations, advising or other work related non-teaching activities will not be reimbursed.
- III. Part-time faculty are not eligible for local travel reimbursements.

Approved: Executive Council, March 4, 1991

Editorial Changes, April 28, 1993

Approved: President Allen G. Edwards, October 10, 2001

Reviewed/Recommended: President's Staff, August 21, 2006

Approved: President Allen G. Edwards, August 21, 2006

Reviewed/Recommended, no changes, President's Council, November 25, 2013

Approved: President L. Anthony Wise, Jr. November 25, 2013

Reviewed/Recommended, no changes, President's Council, March 4, 2019

Approved: President L. Anthony Wise, Jr., March 4, 2019