

UT Martin: Office of Regional Centers and Online Programs

SUBJECT: FACULTY TRAVEL FOR TEACHING

EFFECTIVE: 01/01/2017

REVISION: 1/1/2021

Purpose: To explain how faculty travel for teaching is requested and processed.

All regular faculty will be reimbursed each semester for their mileage for teaching. This reimbursement process is as follows:

1. Regular faculty should swipe their Skyhawk card at the Outreach Center where they teach each time they travel and verify that the swipe was accepted. (a beep/green light)
2. At the end of each semester faculty should submit the **Office of Regional Centers and Online Programs Faculty Travel Log** to their respective Regional Center Director for review and processing. For faculty which travel to multiple sites, submit the request form to your “home center/official teaching station”, i.e. where your departmental office is located. Main campus faculty should send their faculty travel log to Selena Pearce (spearce2@utm.edu) in the Central Office for processing.
3. Each respective Regional Center Director should verify the mileage claimed on the request form against the swipe data report.
4. Each center will create a Travel Expense Report in Concur and route for certification and approval.

Due to the unavailability of card swipes, faculty traveling to a Dual Enrollment High School and the UT Martin Somerville Center will only complete the Faculty Teaching Mileage Request Form for Center Director approval. Selena Pearce (spearce2@utm.edu) in the Central Office will process the Dual Enrollment High School forms and Kayla Dillon (kdillon7@utm.edu) will process the Somerville Center's forms.

*Please note: Reimbursement is not provided to/from the official teaching station.

Exceptions:

- ✓ Student Teaching Supervising mileage will continue to be processed by Selena in the Central Office. She will verify the request with the respective center director and the Office of Educational Studies.
- ✓ Nursing Faculty who travel off-site for clinicals will need to record their mileage on a local mileage form for record keeping.