



STETSON LAW

Transportation Services

Stetson University College of Law recognizes that it is sometimes necessary or reasonable to provide commercial transportation services to certain visitors and members of the campus community. Transportation services under this policy are limited to Pinellas and Hillsborough counties, and will typically involve candidates for employment, employees in situations approved by their supervisor, invited third-party visitors, students using the Safe Ride program, and students who need access to counseling, medical, or similar services.

The College of Law maintains an institutional account to provide transportation for these and similar purposes, and various individuals on the law campuses are authorized to issue vouchers to access the institutional account. Travel can be reserved in advance, or vouchers can be issued for unexpected needs. A list of individuals authorized to make reservations and issue vouchers is included as an Appendix to this policy.

When a department requests these transportation services, the department's budget will be charged. When a student uses the services, the cost will typically be billed to the student's account, unless specifically waived in writing by the Dean, Associate Dean for Academic Affairs, the head of Student Life, the Registrar, or the Chief of Public Safety. The Business Office will reconcile the invoices and post student charges as applicable.

Administrative policy adopted August 27, 2009; revised June 1, 2010, March 18, 2011, July 15, 2011. Sept. 11, 2012

APPENDIX

Under the College of Law Transportation Services Policy, individuals holding the following positions have the authority to make travel reservations and issue transportation vouchers. Voucher forms are available from the Business Office.

Department	Position	Name
College Relations	Interim Director for College Relations	Patricia Toups
Communications	Executive Director for Communications	Frank Klim
Conferences & Events	Director of Conferences & Events	Brianna Wetherwax
Dean's Office	Dean	Christopher Pietruszkiewicz
	Executive Assistant to the Dean	Roxane Latoza
	Administrative Specialist	Dianne Oeste
	Associate Dean for Academic Affairs	Kristen Adams
	Associate Dean for Faculty Development and Strategic Initiatives	Michael Allen
	Associate Dean for Administration and Business Affairs	Theresa Pulley Radwan
Faculty Support Services	Director of Faculty Support Services	Shannon Edgar
Legal Affairs and Human Resources	Assistant Director of Human Resources	Pam Skoularakos
International Programs	Director of International Programs	Stephanie Vaughan
	Manager of International Programs	Velaine Paryzek
Public Safety	Chief of Public Safety	Chief Howard
	Public Safety Coordinator	Deborah Canning
Registrar	Registrar	Felisha McCaster
Student Life	Interim Director of Student Life	Tammy Briant
Tampa Law Center	Executive Director, Tampa Law Center	James Sheehan

Updated as of Sept. 11, 2012