

Faculty Travel to Stetson Locations

Policy on Faculty Travel Stipends to Reimburse Faculty for Multi-Campus-Related Instructional Travel for Assigned Course Instruction

Introduction

This policy supplements Stetson’s current Travel Reimbursement Policy and addresses travel expenses associated with full-time Stetson faculty with instructional travel between Stetson’s campuses for an assigned course. This policy was developed to establish a University-wide policy to ensure that travel expenses incurred by full-time faculty conducting cross-campus instruction are sufficiently covered and minimize (and improve in some cases) the financial impact to faculty. This policy is the most streamlined, efficient, equitable, replicable and transparent method possible. It should be noted that this policy is not intended to incentivize participation in cross-campus instruction, but to ensure sufficient coverage of incurred expenses on an after-tax basis. The policy went into effect on January 1, 2015, with first revision effective as of August 15, 2016, and the current revision effective August 15, 2017. The policy will continue to be revised and updated when significant changes in rates or assumptions change.

Travel Stipend Reimbursement

Faculty travel for cross-campus-related instructional travel will be reimbursed via a travel stipend, to be paid in equal payments over the duration of the course. The travel stipend is based on a daily rate, calculated using the round-trip mileage between campuses at a rate of \$0.445/mile, plus associated tolls for routes including SR-417, plus an additional 33% to compensate for Federal Income and FICA taxes. The daily rate is applied to the number of course sessions scheduled to meet plus one additional session for advising and a preparatory trip. The travel stipend schedule is provided in Table 1 below.

Table 1: Travel Stipend Schedule							
Number of Course Sessions		5	6	7	8	9	10
Number of Course Sessions Plus 1		6	7	8	9	10	11
Travel Between (one-way mileage)	Daily Rate	Salary Stipend per Course: Number of Course Sessions Plus 1 x Daily Rate					
DeLand and Flagler (33 mi)	\$39	\$234	\$273	\$312	\$351	\$390	\$429
DeLand and Celebration (74 mi)	\$109	\$654	\$763	\$872	\$981	\$1,090	\$1,199
DeLand and Valencia-Lake Nona (57 mi)	\$81	\$486	\$567	\$648	\$729	\$810	\$891
DeLand and Tampa (136 mi)	\$182	\$1,092	\$1,274	\$1,456	\$1,638	\$1,820	\$2,002
DeLand and Gulfport (162 mi)	\$213	\$1,278	\$1,491	\$1,704	\$1,917	\$2,130	\$2,343
Celebration and Flagler (111 mi)	\$153	\$918	\$1,071	\$1,224	\$1,377	\$1,530	\$1,683
Celebration and Tampa (66 mi)	\$78	\$468	\$546	\$624	\$702	\$780	\$858
Celebration and Gulfport (92 mi)	\$109	\$654	\$763	\$872	\$981	\$1,090	\$1,199

Faculty will be eligible to receive **one** travel stipend per course for each course taught during fall, spring, and summer semesters for courses with 15 or fewer class sessions. Courses with greater than 15 class sessions will be considered on a case by case basis.

Travel stipends are calculated based on the days of travel. For multiple eligible courses that meet on the same day at the same location, only one day of travel will be calculated, with one additional day for advising and preparation per course.

Faculty traveling more than 75 miles one-way between campuses (i.e., between DeLand/Tampa, DeLand/Gulfport and Celebration/Gulfport) may be reimbursed for lodging at the approved per diem rates if lodging is used at the destination campus.