

TRAVEL POLICY

PROFESSIONAL TRAVEL

Governors State University will support professional travel for each tenured, tenure-track faculty, and division chair to cover work-related travel and travel to professional meetings or professional meetings activities. Whenever possible, use of state vehicles is strongly encouraged.

In the university budget, an amount for professional travel will be allocated to the colleges/divisions for each faculty member and division chair. Each college/division will develop guidelines on how money for travel will be allocated.

WORK RELATED TRAVEL

Reimbursement for use of a personal vehicle for authorized travel required by the faculty member's work assignment shall be reimbursed, according to the State of Illinois, as follows:

1. Travel originates at the residence and terminates at the University. Mileage in excess of normal one-way commuting mileage is reimbursed.
2. Travel originates at the University and terminates at the residence. Mileage in excess of normal one-way commuting is reimbursed.
3. Travel originates at the residence and terminates at the residence without a stop at the University. Mileage in excess of normal round-trip commuting mileage is reimbursed.
4. Travel originates at the University and terminates at the University. All mileage is reimbursed. Use of a state vehicle is strongly encouraged in this instance.

The primary place of employment for an adjunct is the location of the course assigned to the adjunct. No reimbursement for travel to and from residence to this location is provided.

The current mileage rate for reimbursement for use of a personal vehicle is available from the Business Office.