

Article 14  
**TRAVEL EXPENSES**

- 14.1 If a regular or contract faculty employee is required to provide services at both campuses or at more than one site during the day, the Board shall reimburse the employee for mileage from one campus or site to another incurred as a result of the requirement but will not reimburse the employee from home to the first assignment of the day, nor for any mileage after the last assignment of the day unless the mileage from the last assignment to the employee's home is greater than the mileage from employee's principal work site to their home, in which case the employee shall receive reimbursement for the difference.
- 14.2 If a part-time faculty employee is assigned classes or counseling hours at more than one site during the day, the Board shall reimburse the employee for mileage from one or site to another incurred as a result of the assignment but will not reimburse the employee from home to the first assignment of the day, nor for any mileage after the last assignment of the day unless the mileage from the last assignment to the employee's home is greater than the mileage from employee's main campus site to their home, in which case the employee shall receive reimbursement for the difference. This section does not apply to travel between District campuses (Foothill main campus, Sunnyvale campus, or De Anza campus).
- 14.3 If a regular or contract faculty employee is assigned a schedule of classes (other than Article 7 classes) in which the beginning time of one class is five and a half or more hours later than the ending time of the preceding class scheduled for the same day, the Board shall reimburse the employee for mileage for travel to and from the employee's residence during the period between these classes, providing the employee has not requested this scheduling of their classes.
- 14.3.1 In order to receive reimbursement for such mileage, the employee shall file a local mileage voucher showing each trip actually made between the sites of these classes and their residence during the time between classes, listing either the actual number of miles or 25 miles, whichever is less.
- 14.4 If a faculty employee is assigned classes or counseling hours at a site greater than 15 miles from their main campus and if the distance from their home to the work site is greater than the distance from home to the main campus, they shall be reimbursed the cost of travel (mileage, parking fees, and/or public transit fares). Mileage reimbursement is for the mileage between the campus and the worksite.
- 14.5 The Board shall reimburse every faculty employee for their authorized personal expenses, including food, lodging, and transportation expenses, incurred in the course of performing services for the District on official trips. Official trips shall be those approved within the provisions of the policies established by the Board.
- 14.5.1 Faculty assigned to a Campus Abroad program that does not include paid housing shall be eligible for reimbursement of their lodging expenses incurred in the course of performing services for the District up to a maximum of \$3,000 per quarter upon submission of the appropriate

receipts. Faculty participating in Campus Abroad programs of duration shorter than a quarter and without paid housing shall be eligible for reimbursement of their lodging expenses in a share proportionate to the \$3,000 upon submission of the appropriate receipts.

- 14.6 Mileage reimbursement shall be at a rate set each July 1 during the life of the contract to equal the current rate allowed by IRS and shall be available through the District Business Services Office.
- 14.7 Faculty employee travel expense reimbursement claims shall be processed as expeditiously as possible. All reimbursement requests shall be in accordance with Board policy and timelines.