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**MEMORANDUM**

**TO:** Campus Vice Presidents, Deans, Associate Deans, Chairs/Directors  
**FROM:** Bret Danilowicz, Provost and Vice President  
Academic Affairs   
**DATE** August 10, 2021  
**SUBJECT:** Policy on Intercampus Travel for Faculty

Florida Atlantic University is a distributed university with instructional programs located at multiple campus sites. It is the purpose of this memorandum to establish the policy and procedure for appropriately reimbursing faculty for intercampus travel for assigned instructional and service activities. This memorandum supersedes all previous Provost's Memoranda in regard to intercampus travel for faculty.

Instructional Travel

Regular, full-time faculty, with Fall and Spring assignments at a campus other than their home campus are to be reimbursed for this intercampus travel if travel for the day exceeds their normal commute. If the latter is the case, mileage needs to be computed from the home campus and the campus where they have been assigned to teach, or from their personal residence and the campus they have been assigned to teach, whichever is the shortest distance. Information about the current rate of reimbursement can be found at <https://www.fau.edu/controller/documents/travel/travel-expense-reference-guide-for-employees.pdf>. Faculty need to follow the appropriate college and/or department procedures for mileage reimbursement at both the beginning and at the end of each semester. The responsibility for reimbursement of instructional travel usually rests with the college budget for the campus that receives the service.

Travel for Assigned Service

Regular, full-time faculty who need to travel to a campus other than their home campus to fulfill their obligations for assigned service are to be reimbursed for this intercampus travel if travel for the day exceeds their normal commute. If the latter is the case, mileage needs to be computed from the home campus and the campus of the service activity, or from their personal

residence and the campus of the service activity, whichever is the shortest distance. The opportunity to use videoconferencing for meetings should be explored and encouraged. Assigned service includes any committee work that is part of the academic assignment, as well as university, college and department meetings and events that faculty are expected to attend. Faculty need to follow the appropriate college and/or department procedures for mileage reimbursement at both the beginning and the end of the semester. The responsibility for reimbursement of travel for assigned service is usually the responsibility of the home campus.