College of Education Travel Policy

(Effective as of January 1, 2014)

The College of Education has updated its policy for reimbursement of mileage for official business travel.  The policy was updated to clarify travel qualifying for mileage reimbursement.This travel policy applies to all employees and student employees using personal vehicles to conduct official business for the College of Education and its assigned departments, programs and offices. The components of the mileage reimbursement policy are listed below.

Mileage will be reimbursed for the shortest distance to the destination of the business trip.

* If the shortest distance to the business trip destination is from the employee’s office, mileage will be reimbursed from and to the employee’s office for the business trip. College of Education employee office locations include the Clemson University main campus, the University Center Greenville, or any location considered the main office for the employee’s work requirements.
* If the shortest distance to the business trip destination is from the employee’s home, mileage will be reimbursed from and to the employee’s home for the business trip.

The shortest distance to the business trip destination (from office or home) must always be used when claiming mileage reimbursement for business trips.

Mileage will not be reimbursed for travel from the employee’s home for meetings or training sessions that are held by the employee’s College of Education department, program or office. Attendance at these meetings and training sessions is part of the employee’s job requirements and does not qualify for mileage reimbursement.

Employees will use the College of Education Mileage Log (see attached document) to record their mileage for College of Education business trips when using their personal vehicles.\* The employee will record the shortest distance (from office or home) for each business trip. Employees will also record their office location (Clemson University main campus, University Center – Greenville, or any location considered the main office for the employee’s work requirements) and their home address at the top of the College of Education Mileage Log. Employee’s that are supervising College of Education students completing practicum or internship experiences will also list the locations where they are completing supervision requirements at the top of the form.

\* Employees completing business trips that also include reimbursement for hotel costs, meals, etc will use the In – State, Out of State and Foreign Travel Reimbursement forms linked to Business Office Resources in the Faculty/Staff Portal on the College of Education website; web link <http://www.clemson.edu/finance/procurement/travel/forms.html> .

Employees must submit College of Education Travel Logs or other travel reimbursement forms using the following guidelines.

1.   Overnight trips – as soon as the trip is completed but no later than 60 days after the return date.

2.   Repetitive mileage only trips must be submitted quarterly or at the end of the academic semester for projects of an instructional nature (such as teaching classes off-site or supervising student teachers or interns).  Travel logs with mileage only trips must be submitted within 30 days of the last trip date.

3.   Both 1 & 2 must be submitted within the same fiscal year in which the trips were taken.  This may shorten submission deadlines significantly.  Year end is June 30 and reimbursement requests for travel during June must be turned in no later than the first full week of July.

Any reimbursement requests submitted outside of these timeframes must have written justification from the traveler explaining the tardiness and be approved by the CBSHS Chief Business Officer prior to payment.

Questions regarding this mileage reimbursement policy should be directed to the College of Education Business Office; Debra Franks, email [fdebra@clemson.edu](mailto:fdebra@clemson.edu) or phone 656 – 4274.