Travel Reimbursement Policy (8/1/15–7/31/16)

The Office of Field Experiences reimburses only costs incurred while traveling to schools for the purpose of observing a student teacher or meeting with a student teacher, cooperating teacher, or administrator to discuss a student teacher’s performance. Reimbursement of travel expenses is limited to toll costs and mileage incurred during travel and does not include a per diem allowance or lodging costs. The Office of Field Experiences does not reimburse costs associated with course materials (e.g., photocopying), grade submission (e.g., postage), or other course-related matters (e.g., campus meetings).

The Office of Field Experiences will reimburse the cost of travel for supervision of student teachers according to the following guidelines:

- The cost of travel will be reimbursed at the current University rate (currently $0.575/mile; subject to change).

- University-based supervisors and supervisors who reside within Tippecanoe County must use a University vehicle for all daily travel of 85 miles or more. Instructions for reserving a University vehicle may be found on the Travel Forms page in the Supervisors section of the OFE website:
  
  http://www.education.purdue.edu/fieldexp/supervisors/index.html

- If you are a University-based supervisor or a supervisor who resides within Tippecanoe County and you choose to use your own private vehicle instead of a University vehicle for daily travel of 85 miles or more, you will be reimbursed for an amount equal to what a University vehicle would have cost for the same trip. For example, if you use your own vehicle for a trip of 100 miles, you will NOT receive reimbursement in the amount of $57.50 (100 miles @ $0.575/mile). Instead, you will receive reimbursement in the amount of $49, since this would have been the cost of a University vehicle rental for a trip of 100 miles (University vehicle rental rate of $27/day + 100 miles @ $0.22/mile).

Reimbursement Rate: University Supervisors will be reimbursed at the current Purdue University mileage rate, as posted on Purdue’s Travel website:


Eligible Mileage: Only toll costs and mileage incurred as a result of visiting a student teacher at the school or facility where he/she is completing his/her
field placement will be eligible for reimbursement. The purpose of the visit must be the observation of a lesson or a conference with the student teacher, his/her cooperating teacher, or building administrator regarding the student teacher’s performance.

**Ineligible Mileage:** Travel to the Purdue campus or to any other destination for the following purposes is not eligible for reimbursement: seminar meetings, program area University Supervisor meetings, grade submission, conferences or meetings with a Head University Supervisor, Program Convener, or other Purdue administrator. These activities are considered a part of the University supervisor’s customary job functions and do not qualify for mileage reimbursement.

**Reimbursement Claims:** If, at the end of the $8^{th}$ week of the semester, you have accumulated at least 500 miles of eligible travel, you may claim reimbursement at that time. If you accumulate additional miles of eligible travel after your initial claim, you may claim reimbursement for these additional miles at the end of the semester. If, at the end of the $8^{th}$ week of the semester, you have not accumulated at least 500 miles of eligible travel, you may claim reimbursement for all eligible travel at the end of the semester. Instructions for claiming travel reimbursement are available on the OFE website:

http://www.education.purdue.edu/fieldexp/supervisors/forms.html

According to Purdue University Travel Regulations, “All Purdue University travelers seeking reimbursement should incur the lowest reasonable travel expense and should exercise care to avoid impropriety or the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel regulations, either the most conservative course within the ‘spirit’ of the University Travel Regulations shall be adopted or consultation for guidance should be pursued.”

https://www.purdue.edu/business/travel/

**SPECIAL CIRCUMSTANCES WARRANTING EXCEPTIONS TO THIS POLICY MAY BE CONSIDERED AT THE DISCRETION OF THE ASSOCIATE DEAN FOR LEARNING AND ENGAGEMENT.**

JWB: 07-09-15