

## Faculty Mileage Reimbursement Procedure

From Article 13 of the WVMFT Contract: *Members shall be reimbursed for mileage for travel between campuses when they have assignments or official district committee meetings that require travel between the campuses. Assignments or meetings would include and are limited to **teaching assignments at the alternate campus, off-campus teaching sites, and official district committees (e.g., District Council)**. Any other travel between sites must require prior approval from the appropriate vice president or designee. A faculty member shall be reimbursed mileage for travel to and from each off-campus assignment site. The District agrees to reimburse mileage at the current, standard IRS rate. For members who travel directly to/from off campus sites from/to home, the mileage will be calculated using the total mileage less the member's mileage between their home and the college.*

**Note: Reimbursement is paid quarterly.**

- **During the fall and spring semesters, due dates are October 31<sup>st</sup>, December 20<sup>th</sup>, March 30<sup>th</sup>, and May 31<sup>st</sup>**
- **For summer session, due dates are June 30<sup>th</sup> (for mileage claimed in the fiscal year June falls in) and August 30<sup>th</sup> (for the remainder of summer and the fiscal year July and August fall under).**
- **For winter session, due date is January 31<sup>st</sup> when classes have ended.**

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1. The faculty requestor will submit the district [Mileage Reimbursement Form](#) to their division office. Information that must be provided includes:
    - a) The date(s) that the assignment or meeting occurred
    - b) The name of the assignment or meeting that requires reimbursement
    - c) The campus or off-campus teaching site that was traveled to and from
    - d) The total daily mileage traveled between campuses.
      - Use the [Mileage Chart](#) located on the district website for distances traveled between frequently used destinations.
      - Provide a google map for locations not identified on the mileage chart.
    - e) Any parking/toll expenses.
  2. The division office will verify that all the required information from Step 1 has been submitted and enter the account number FUND-ORG-500124-PRGM where the FUND, ORG, and PRGM codes are determined by the faculty requestor's department and discipline.
  3. The division office will confirm that the assignment or meeting proposed for reimbursement meets the qualifications according to Article 13 of the WVMFT Contract. The faculty requestor will be prompted for any additional clarification or details and notified if the requested reimbursement is not in scope.
  4. The division office will upload and route the completed form and any supporting documents (e.g., Google map) through DocuSign to:
    - a) Faculty requestor for signature
    - b) Supervising administrator (if different from the budget administrator) for initials
    - c) Budget administrator for signature
    - d) Financial Analyst for initials
    - e) Vice President of Administrative Services for final signature approval
    - f) The final completed document copy will be emailed to [invoice@wvm.edu](mailto:invoice@wvm.edu).