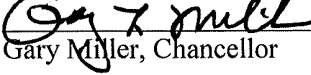




UNIVERSITY of WISCONSIN
GREEN BAY

Approved by: Chancellor's Cabinet

Date: 9/3/2019


Gary Miller, Chancellor

Policy for Reimbursement of Travel Expenses between Campuses

HR-14-19-1

The University of Wisconsin-Green Bay is a multi-campus university with four locations: Green Bay, Manitowoc Campus, Marinette, and Sheboygan. Subsequently, employees may be required to travel between these campuses to conduct university business. Under certain conditions and with limited application, an employee may be eligible for reimbursement for necessary and approved travel between the four campuses.

Travel between campuses, unless required by an employee's appointment, should be infrequent and only done when alternative methods of communication or contact are not possible. Employees engaging in this travel should be mindful of the additional cost such travel places on the budget of the University.

DEFINITIONS:

"Home Campus" is the assigned campus location every employee shall be designated upon appointment. The campus will be one of the four locations and will be determined based on the location at which the employee performs more than 50% of the work of their appointment.

"Secondary Campus" is the campus location other than an employee's designated home campus in which the employee may be required to travel to as a requirement of their job.

"Split Appointments" is if an individual employee performs an equal amount of work at more than one campus, consideration for a split appointment will be made. The designation will continue to appoint a home campus, but with an understanding that a primary function of the appointment will occur at a secondary campus. The function performed at the secondary campus must be documented in the appointment letter and incidental or episodic duties on the secondary campus will not warrant a split appointment designation.

"Supervisor" is the assigned individual that provides direct oversight to an employee for performance management and typically approves travel or other related expenses based on organization chart and position descriptions.



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POLICY:

1. When an employee is required to travel to another campus as a function of their position, travel to a campus other than their designated home campus, the employee will be entitled to reimbursement for the total mileage between the home campus and the secondary campus(es), subject to the following;
 - a. That the employee's supervisor has confirmed that the travel is reasonable and necessary for the performance of the employees job function;
 - b. That alternatives to the travel (e.g. Skype or telephonic options, carpooling, use of campus vehicle) are not practical or available, as determined by the supervisor;
 - c. At the discretion and by approval of the Position Review Committee (PRC) a travel stipend may be granted on an annual basis when frequent travel is required within the essential job functions of a position, as opposed to individual travel reimbursements.

2. An employee with a split campus appointment shall be entitled to submit for mileage reimbursement for any travel from the home campus to the secondary campus for employment activities which occur on the same day as activities at the employee's home campus. The distance reimbursed will be for mileage from the home campus to the secondary campus.
Example: If as part of an employee's class schedule they are assigned to teach a course at both their home campus and their secondary campus on the same day, travel from the home campus to the secondary campus is reimbursable.

3. For travel directly from employees residence to a secondary campus;
 - a. If mileage from the employee's home to the secondary campus is less than the mileage from the employee's home to the home campus, travel to the secondary campus is not reimbursable.
Example: An employee resides in 30 miles away from their home campus and 15 miles from their secondary campus, they would not receive any reimbursable mileage for their travel to the secondary campus.
 - b. If mileage from the employee's residence to the secondary campus is more than the mileage from the employee's residence to the home campus, the employee will be reimbursed the shorter distance between the employee's home to the secondary campus or the employee's home campus to the secondary campus.
Example: An employee resides 40 miles away from their secondary campus and the secondary campus is 15 miles from their home campus, the employee would be reimbursed for 15 miles.

4. Lecturers or temporary employees with less than an 80% appointment with the University of Wisconsin-Green Bay are not designated a home campus and shall not be entitled to travel reimbursement necessitated for course appointments at different campuses

5. All employees are responsible for any parking fees or other campus fees associated



with travel between campuses.

6. Reimbursement under this policy is for **mileage cost only**. Employees are not eligible for meal, per diem or other reimbursement for travel between the University of Wisconsin-Green Bay campuses. Employees will not be entitled to reimbursement associated with Lodging without explicit approval from supervisor prior to expenses incurred or in the event of an emergency situation (e.g. weather).

Procedures for Expense Reimbursement

1. All requests for reimbursement for travel under this policy should follow the process established by the University of Wisconsin-Green Bay's Controllers Office: <https://www.uwgb.edu/controller/travel/>.
2. All mileage reimbursement requests under this policy shall be made not more than 90 days from the day of travel, and must be submitted within the same fiscal year (before June 30).
3. All reimbursements will be in compliance with the state and UW System guidelines to include [UW System Administrative Policy 425](#). These guidelines can be obtained from the UW Green Bay Controller Office website.