

UNH FACULTY SENATE
MOTION #XXII-M3
on travel and mileage reimbursement policy for the Faculty Senate

1. Motion presenter: Erin Sharp, representing the Agenda Committee
2. Dates of Faculty Senate discussion: 11/20/2017, 12/4/2017

3. Rationale: GENERAL INFORMATION: Although uncommon, there are meetings and events that require faculty senators to travel off of the UNH-Durham campus or other home-campus (UNH School of Law, UNH-M) to meetings for the purpose of official Faculty Senate business. The most common example of this kind of travel is attendance at USNH Board of Trustees meetings when they are held off of the UNH-home campus of the faculty senator. These meetings are held about 4 times per academic year and rotate between the campuses of UNH, Keene, Granite State, and Plymouth.

When faculty senators use their personal vehicles for this kind of travel, the Faculty Senate will reimburse them at the Standard IRS Mileage Rate. This rate is intended to adequately reimburse senators for the costs of operating their personal vehicles, so this rate includes the costs of gasoline, maintenance and reports, tires, oil, insurance, depreciation, and registration fees.

DEFINING REIMBURSEABLE TRAVEL: Faculty Senate travel eligible for mileage reimbursement from Faculty Senate funds is limited to travel beyond the normal, biweekly full Senate and standing committee meetings scheduled on the UNH-Durham campus. Meetings and events that are eligible for mileage reimbursement are those that are required for Senate duties but are held at locations off of the UNH-Durham or other home-campus (UNH School of Law, UNH-M) of a faculty senator.

AUTHORIZATION OF TRAVEL: Reimbursement for this type of travel should be approved in advance by the Faculty Senate Agenda Committee.

REIMBURSEMENT PROCESS: After the authorized travel, faculty senators should complete the personal reimbursement travel form (<https://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-121-travel-forms>) and submit it to the senior administrative assistant of the Faculty Senate.

4. Motion: To establish a policy for the reimbursement of mileage from Faculty Senate funds when senators are required to use their personal vehicle to travel for official Faculty Senate business that is beyond the expected attendance at UNH-Durham campus biweekly Faculty Senate meetings and biweekly Faculty Senate standing committee meetings.

5. Senate action: The motion passed with 54 votes in favor, none opposed, and 2 abstentions.

6. Senate chair's signature:  _____

Forwarded to the following on January 30, 2018:

President Mark Huddleston
Provost Nancy Targett
P.T. Vasudevan, Senior Vice Provost for Academic Affairs
All deans
All department chairs