

**DIRECTORY OF POLICY STATEMENTS**

Policy Number: II:01:00

Date: February 1974

Revision: 1988

SUBJECT: **On-Site Teaching Expense****I. General**

The possibility of off-campus teaching is a normal component of an instructor's assignment and each instructor may expect from time to time to teach on-load, on-site or extension courses as part of the employment obligation at Buffalo State College. Additional compensation should not be expected for staff participation in off-campus teaching. However, all reasonable expenses associated with such activities will be reimbursed by the College.

**II. Reimbursement**

Meal and lodging reimbursement for official travel associated with on-site or extension classes will be granted in accordance with current SUNY and College guidelines.

Transportation: where it is in the best interest of the College and/or when no College vehicle is available, a personal vehicle may be used. Decisions on the use of personal vehicles will be made by the Vice President for Academic Affairs. When College vehicles are used, normal regulations and procedures will be followed. (See Policy Number 11:01:00)

Other Expenses: Fees and expenses such as tolls and parking will be reimbursed if initially approved on the Estimated Expense/budget form.

**III. Procedure**

It is the responsibility of the instructor to submit an Estimated Expense/Budget for each course to be taught prior to scheduling the course.

The Expense/Budget for each course must be approved by the Department Chair or Director and the appropriate Dean.

Where a personal vehicle is used, prior approval must be obtained from the Vice President of Academic Affairs. This approval will be in effect for the duration of the course.

Upon completion of the course, the instructor will submit a completed Travel Voucher along with the appropriate record of mileage, toll receipts, etc. to the department chair for reimbursement.