

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **PORRECO EXTENSION CENTER TRAVEL-Policy No. C027**

Supersedes Policy No. C027, Dated January 19, 1990

Recommended for Approval By David M. O'Dessa, Vice President for Administration and Institutional Advancement

Approved By Foster F. Diebold, President on September 10, 1993

Review Date: As Required

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### **INTENT**

This policy sets forth the Policy and related Procedures regarding travel reimbursement for travel to/from the Porreco Extension Center (Center).

### **POLICY**

Faculty or staff members will be reimbursed for use of their personal car, traveling to/from the Center, in accordance with Commonwealth and State System of Higher Education travel regulations. This Policy does not apply to travel relating to Continuing Education courses.

### **PROCEDURES**

1. University vehicles may be used for travel to the Center.
2. Separate Travel Vouchers should be prepared for the travel reimbursement for travel to/from the Center and the specific purpose of the travel noted.
3. Travel Vouchers for faculty should be submitted to the Coordinator of the Porreco Center within five (5) working days of the end of each month and within five (5) working days of the end of each term. Travel Vouchers for all business other than instruction should be processed like all other departmental travel.
4. The Edinboro campus will be considered the primary work site for faculty and staff. In exceptional cases, such as when someone's work assignment is 100% at the Center, the Center may be designated the primary work site and the Edinboro campus the secondary work site. Such exceptions should be requested through the supervisor and will be determined by the Provost, who will notify the Vice President for Financial Operations.
5. A distance of 19 miles will be consistently used as the actual distance between the Edinboro campus and the Center.