

**REIMBURSEMENT FORM FOR FACULTY TEACHING ON TWO
CAMPUSES ON THE SAME DAY**

For Travel in Calendar Year 2015

Date: _____

Faculty Name: _____

Division: _____

Chairperson Signature: _____

Budget Line: _____

Faculty must fill in table to establish number of days in fall that they travel to second campus to teach.

TERM	COURSE	TIME	MON	TUES	WED	THURS	FRI
	1 st Campus						
	2 nd Campus						

Travel between the two campuses will be reimbursed using the mileage chart below.

Step 1. Find the one-way mileage between your first campus and your second campus.

Step 2. Multiply that by two to get the round trip mileage

Step 3. Multiply that by .575 [57 1/2 cents per mile]

Step 4. For Manhattan and White Plains campuses, add the nightly garage cost per class meeting

Step 5. Multiply the results by the number of times you will teach on two campuses on the same day for the fall semester.

Step 6. Have Division Chair sign the submission for travel compensation form.

Step 7. Submit after the 2nd week of the term.

Mileage Chart

2 nd Campus	Dobbs Ferry	I.park	Bronx	Manhattan	White Plains	Yorktown
1 st Campus						
Dobbs Ferry	X	7	17	24	10	24
I.park	7	X	12	16	15	29
Bronx	17	12	X	13	17	36
Manhattan	24	16	13	X	29	44
White Plains	10	15	17	29	X	22
Yorktown	24	29	36	44	22	X