

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Travel Between University Facilities
FPU Policy Number: FPU-7.0092P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: January 19, 2017
Date Revised:
Responsible Division/Department: Finance Department
Initiating Authority: Mark Mroczkowski, Vice President and CFO

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all travelers seeking reimbursement from the University for expenses incurred by driving in privately owned vehicles from one University facility to another University facility for purposes of conducting official University business.

B. POLICY STATEMENT:

The University has determined the most direct and economical route for purposes of traveling between the University facilities taking into consideration the total cost to the University, the time of the traveler, and the impact on the productivity of the traveler. The following are the most direct and economical routes and will be the amounts used for purposes of calculating reimbursement between the University facilities at the established reimbursement rate (based on mileage rate of \$0.445 per mile) for each:

- 1. Travel between the JD Alexander Campus and Poly South-** by way of Research Way, University Parkway, Highway 33, Combee Road, and Highway 98- total mileage is approximately 14.5 miles; therefore, the flat **reimbursement amount is \$6.45 one way.**
- 2. Travel between the JD Alexander Campus and the FIPR Institute-** by way of Research Way, University Parkway, Highway 33, Combee Road, Highway 98, and Highway 60- total mileage is approximately 24.8 miles; therefore, the flat **reimbursement amount is \$11.04 one way.**
- 3. Travel between Poly South and the FIPR Institute-** by way of Highway 60 and Highway 98- total mileage is approximately 10.7 miles; therefore, the flat **reimbursement amount is \$4.76 one way.**

Travelers are authorized to claim reimbursement using only the amounts provided above. The reimbursement amounts above are all-inclusive. There are no tolls charged on the routes above: therefore, no toll charges will be reimbursed. If the traveler uses another route for his/her convenience or for personal reasons, any extra cost must be borne by the traveler. Mileage between one University facility and another University facility is considered Vicinity Mileage.

C. DEFINITIONS:

- 1. University facilities** means the JD Alexander Campus, Poly South and the FIPR Institute.

POLICY APPROVAL

Policy No.: FPU-7.0092P

Initiating Authority

Date

Policies & Procedures Review Committee Chair

Date

President/Designee

Date

Approved by FPU BOT, if required

Date

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE
OFFICE OF THE GENERAL COUNSEL**