

**Faculty Affairs Meeting Minutes**  
**March 7, 2011**

In Attendance:

Matt Arterburn, Chair

Roy Wohl

Sean Bird

Jean Sanchez

Dr. Nancy Tate, VPAA, ex officio

Chris Leach, guest

A. Meeting called to order and opening remarks by Matt Arterburn.

B. Opening remarks by Matt Arterburn

C. Old Business:

I. Mileage Reimbursement Policy discussed with Chris Leach

- Documents are in place so appropriate IRS guidelines are followed
- MapQuest is official source used to determine mileage
- Policy in place is a guideline – Department Chair or Dean can make policy more restrictive
- Discussion ensued regarding out of town travel, where mileage calculations begin/end and mileage recording for multi-site visits
- Chris suggested that faculty can email him prior to a trip if there are reimbursement questions
- Will take the issue back to Faculty Senate for reporting (see attached document)

II. Definition and duties of full-time lecturers

- Awaiting additional information
- Matt will meet with CAS Dean and VPAA to formulate a reporting strategy

D. New Business

No new business at this time.

E. Discussion Items

Status of online voting procedures

- Matt will meet with General Faculty and Faculty Senate Secretaries and ISS on Mar 17 to finalize procedures

F. Announcements

There were no announcements.

G. Meeting Adjourned

## TRAVEL Q&A IN FACULTY AFFAIRS COMMITTEE

Below is a summary of the major questions that were raised by faculty members, both in the Faculty Senate and in the Faculty Affairs meeting with Finance Director Chris Leach (on 03/07/11). I summarized answers to these questions, based on the discussion at the FAC meeting. I have done my best to give a faithful interpretation of the discussion. This document has already been reviewed by Director Leach and the other members of the FAC.

One point that was made in these meetings is that discretion is reserved at multiple levels (department chair, dean, business office). Obviously communication between these levels, and with faculty, is important. My understanding is that, for reasons of compliance with state and federal laws, these entities have the ability to be more, but not less, stringent in their application of reimbursement, compared to the policies enumerated in Section J of the WU Policies, Regulations and Procedures Manual (WUPRPM). Certain types of reimbursement cannot be granted, because WU must remain compliant with applicable laws. That said, WU policy is not so rigidly prescriptive so as to deprive academic and administrative units the ability to grant reasonable reimbursement requests (or to deny those that are excessive or unreasonable).

-Matt Arterburn, FAC Chair

### QUESTIONS COMMUNICATED TO THE FAC REGARDING TRAVEL:

**1. Are the mileages given in the table in Section J-24 of the WUPRPM the only trips which are reimbursable?**

ANSWER: The chart in section J-24 is a guideline showing the maximum possible reimbursement amounts for trips to common destinations. For other destinations, MapQuest is used to calculate the distance. This is to ensure that the most expedient route is taken. (Ex: You can drive from WU to Chicago by way of Houston, if you really want, but WU will only reimburse you for the most direct route to Chicago, unless there was a valid business reason to visit Houston first).

**2. Are faculty members reimbursed for mileage starting at Washburn, or from their private residence?**

ANSWER: In general, calculations are made starting from whichever location (WU or residence) results in the lesser mileage. This is common practice (ex: this rule is used for state employees).

**3. Are trips with "multiple legs" allowed, such as visits to multiple clinical sites?**

ANSWER: Yes. To ensure correct reimbursement, the faculty member should provide an itinerary listing the trips made between various points, and indicate a valid purpose for stopping at each destination.

**4. Is mileage within a given city/metro-area reimbursable? (ex: travel to/from events within a city, such as travel to a dinner and back to a hotel)**

ANSWER: As long as trips are justifiable and reasonable, then mileage can be reimbursed. (Ex: Mileage might not be reimbursed if an employee travels 50 miles out of their way to eat a particular restaurant, unless a business reason can be provided for making this choice).

**5. Can faculty get reimbursed for driving to a destination, when flying would be cheaper?**

ANSWER: It is common policy in most organizations (ex: State of KS) to reimburse the most economical means of travel (to prevent, for instance, every employee from flying first class). In keeping with these standards, WU will generally reimburse a faculty member for the least expensive means of conveyance. (Ex: an employee can drive to New York if they really want, but if a plane ticket would be cheaper, they will be reimbursed the cost of a quoted airfare, and not for every mile they chose to travel by car).

**6. Is it simpler for a faculty member who is concerned about getting adequate reimbursement for mileage to use rental cars and taxis to avoid these concerns?**

ANSWER: It is hoped that effective communication will alleviate faculty concerns and that such methods won't be necessary. In general, faculty are encouraged to use the most economical means of transport (see Question #5). Thus, it makes sense for a faculty member to use taxis and rental cars when they've flown to a destination, but might be questionable if they rent a car after driving to a destination.

**7. What is the best way that a faculty member can optimize their reimbursement for valid travel expenses?**

ANSWER: Documentation and justification are the two most effective methods for ensuring reimbursement for valid travel expenses. The more information that can be provided to explain the purpose & logistics of travel activities, the better the chance that aspects of the trip will be correctly interpreted, and therefore appropriately reimbursed. While not possible in every instance, providing itinerary information in advance of a trip is the best method. Pre-travel questions should be addressed to the chair, dean, VP or finance director, as applicable.