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THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

Memorandum

To: Divisional Deans
Electronic copy to all faculty and staff

From: David Carr, Provost and Executive Vice President

Date: September 28, 2005

Regarding: Same day travel between college sites

The SFT and Administration have agreed to the following interpretation of Article XXII of the Master Agreement regarding "approved expenditures for official travel on College business."

(1) The agreement calls for reimbursement to faculty and professional staff who are required to travel on one day between two work sites that are more than 10 miles apart. So, for example, a person teaching an afternoon course on the main campus and an evening course that same date at the Carnegie Center would be entitled to reimbursement for travel between the main campus and the Carnegie Center. Another example would be travel (the same day, more than 10 miles apart) from a work site where one is scheduled to teach to another work site to attend a Program meeting or to conduct scheduled office hours. No reimbursement would be available for travel from Carnegie Library to the main campus in order to have lunch in G-wing or for informal interaction with colleagues.

(2) Travel between home and any regular work site is not reimbursed (although approved-travel from home to a conference would be.)

(3) For special travel, the contract requires a person to use a state vehicle if one is available. However, it is our understanding that state vehicles would not be considered "available" for purposes of traveling to a work site for the purpose of teaching a class.

(4) While the Master Agreement generally calls for reimbursement of travel expenses within 30 days of application, the SFT and Administration have agreed that reimbursement requests for travel between two work sites will be made to the Dean or unit head once a semester, and paid within 30 days of the end of that semester.

(5) Under the contract, the same rules as interpreted above apply to adjunct and part-time faculty.

