

THIEL COLLEGE ADJUNCT TRAVEL REIMBURSEMENT REPORT

Department _____ **Name** _____ **Month** _____ **Year** _____
Departure Address _____

Date	Trip Purpose	Total Miles	Stipend Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Total			

Travel Reimbursement Stipends For Adjunct Faculty

(Effective September 1, 2006)

<u>Round Trip</u>	<u>Taxable Stipend</u>
50-59 miles	\$15.50/trip
60-69 miles	\$18.25/trip
70-79 miles	\$21.00/trip
80-89 miles	\$23.75/trip
90-99 miles	\$26.50/trip
100-109 miles	\$29.00/trip
110-119 miles	\$31.75/trip
120-129 miles	\$34.50/trip
130-139 miles	\$37.25/trip
140-149 miles	\$40.00/trip
150 or over	\$42.50/trip

1. Please submit to the Vice President for Academic Affairs by the 10th of the following month.
2. There is no reimbursement for a trip to drop off grades. They can be faxed.

Approvals:

Adjunct: _____ Employee ID No. _____

Department Head: _____

Cabinet Member Approval: _____

Account Number: _____