

Western Carolina University
College of Health and Human Sciences
School of Nursing

Clinical and School Meeting Travel Policy

1. Travel for clinical or required school meetings will be paid if the distance is greater than 15 miles each way.
2. When private vehicles are used on official state business (i.e., clinical or school meetings), mileage is measured from the closer of the duty station¹ or point of departure to destination (and return). No reimbursement is made for the use of a personal vehicle in commuting from an employee's home to his or her duty station.
3. When private vehicles are used on official business, reimbursement is made at the lowest prevailing motor pool rate.
4. Reimbursement for travel must be submitted within 30 days after the date of the trip.
5. Faculty and staff are required to carpool whenever possible whether using a state-owned vehicle or private vehicle when attending required school meetings.
6. Faculty are also encouraged to use technology such as telephone or web-based conferencing when feasible to conduct school meetings.

Notes:

¹Duty station for the School of Nursing is defined as the campus (Cullowhee or Enka) where the faculty member's primary teaching and/or administrative responsibility reside.