



POLICY STATEMENT 4

COMPENSATION FOR COMMUTING FACULTY EXCHANGE PARTICIPANTS

POLICY DIGEST

Monitoring Unit: Office of Human Resource Management
Initially Issued: June 10, 1975
Last Revised: April 1, 2016

I. PURPOSE

To define policy for travel compensation for faculty members who commute to nearby universities on an exchange basis with faculty members from the other institution.

II. DEFINITIONS

Commuting Faculty Exchange Participants, for the purposes of this Policy Statement, are faculty members who travel to another campus (e.g., Southern University) to teach a regularly scheduled course there, in exchange for which service a faculty member from the other institution comes to this campus to teach a regularly scheduled course here. In both instances, the faculty member assumes these responsibilities as part of his/her regular teaching load.

III. GENERAL POLICY

Academic departments wishing to enter into a faculty exchange relationship with a nearby university will make the necessary arrangements with the participating university and will report the details of the exchange program through channels to the Executive Vice President & Provost before arrangements are finalized.

Commuting faculty exchange participants receive no compensation from the visited institution; they undertake the exchange assignment as part of their regular duties at the home institution. However, by participating in the exchange program the faculty member incurs certain travel expenses that are over and above those experienced by LSU employees in the normal performance of their duties.

Commuting faculty exchange participants are therefore entitled to receive travel compensation for each trip to the other campus. Information on the amount of travel compensation and procedure for reporting travel expenses are given in PS-4 Operating Procedures.

IV. OPERATING PROCEDURES

Commuting faculty exchange participants are entitled to receive travel compensation for each trip to the other campus. Compensation of \$5.00 is allotted if the round trip is 30 miles or under. If the round trip is more than 30 miles, travel compensation will be based on 16¢ per mile.

Travel expenses should be declared on a travel voucher and submitted through channels monthly or at the end of the semester to the Office of Accounting Services.