

**SUNY NEW PALTZ
OFFICE OF ACADEMIC AFFAIRS**

TRAVEL SUPPLEMENT POLICY FOR PART-TIME FACULTY

1. Part-time faculty (less than .50 FTE) may receive a travel supplement for one-way travel in excess of 35 miles from their home to the place of instruction as outlined in the chart below (rates are effective as of the Spring 2006 semester).
2. No travel supplement will be paid for one-way travel of 35 miles or less.
3. The travel supplement is per semester for one round trip per week. The supplement will be multiplied accordingly for more than one round trip per week. These increments are for actual travel occasions. If an instructor is teaching two courses but travels only once per week, only one supplement will be approved.
4. The employing department is responsible for verifying that the part-time faculty member will actually be traveling.

**TRAVEL SUPPLEMENT CHART
Rates Effective as of the Spring 2006 Semester**

Total One-Way Travel Miles	Supplement Per Semester for One Round Trip Per Week
0-35	\$ 0
36-50	\$100
51-75	\$275
76 and above	\$450