

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING**

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**TITLE OF POLICY:**                      **CLINICAL TRAVEL EXPENSES**

**ORIGINAL DATE:**                      September 1993

**LAST REVIEWED/REVISED:**      December 2008

**POLICY:**

Local Clinical/ travel expenses incurred by faculty in carrying out responsibilities for specific courses are submitted on a Travel and Business Expense Report (T&B) to their department administrator at the end of each term. Travel from the University to the clinical site is reimbursable if the faculty member has teaching responsibilities at the clinical site and the clinical site is not on campus. Travel to and from the clinical site must originate and end at the University of Pittsburgh (work site or normal place of business). Faculty who are required to visit several clinical sites per day on a regular basis, for example, gerontology, community health nursing or nurse practitioner faculty may be reimbursed for their travel (mileage, parking and tolls).

The "Travel and Expense Log" should be used for back-up of the T&B report. It is necessary to keep appropriate receipts.

Approved by Administration: 5/81

Reviewed: 95-96, 97-99, 00-03, 04-06, 07-08

Revised and Approved by Administration: 5/93, 11/95, 5/03, 12/08