

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING

TITLE OF POLICY: CLINICAL TRAVEL EXPENSES

ORIGINAL DATE: September 1993

LAST REVIEWED/REVISED: March 2020

POLICY: Local clinical travel expenses (i.e., mileage, parking, tolls) incurred by faculty and teaching assistants/teaching fellows in carrying out responsibilities for specific courses can be submitted for reimbursement to their department administrator within 30 days of 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 in Oakland. If traveling during normal work days, IRS regulations require the traveler to deduct normal commuting miles from travel to/from the clinical site, unless travel to /from the clinical site originates and ends at the University of Pittsburgh (work site or normal place of business). Parking outside of Oakland will be reimbursed if the faculty member or teaching assistant/teaching fellow is paying for Oakland parking on the same day.

PROCEDURE: The "Travel and Expense Log" (public/Intranet/Financial Administration (Budget Purchasing Travel)/ should be used for back-up of the travel reimbursement. It is necessary to provide appropriate receipts, including evidence of having to pay for same day Oakland parking.

RELATED UNIVERSITY POLICY:

University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expenses

<http://cfo.pitt.edu/policies/documents/policy05-07-01revised.pdf>