

Memorandum of Administrative Policy Off-Campus Teaching Mileage Stipend

Area: Academic Affairs

Section: Faculty Workload and Pay

Number: 05.A.08 AP

Purpose

This policy establishes compensation for faculty teaching an off-campus course. The policy does not apply to study abroad courses or on-campus courses with off-campus field trips.

Definitions

Faculty: Tenured, tenure-track, and non-tenure-track full time employees.

Off Campus Course: A course scheduled for and taught in a location other than the UHCL-Clear Lake, UHCL at Pearland, or UHCL at Texas Medical Center campuses.

Policy Statement

Faculty who have received prior approval to conduct activities at off-site locations in accordance with UHCL procedures and are teaching an off-campus UHCL course will be paid a mileage stipend to cover the cost of traveling from their assigned campus office to the instruction site. The stipend will be calculated according to the formula below:

Stipend = (round-trip distance using Google Maps for the shortest time on non-toll roads from assigned campus office to instruction site) × current IRS standard mileage rate × trips made for off-campus instruction.

Procedures

Faculty may bundle trips into a single reimbursement request but must submit reimbursement requests less than 60 days after the earliest trip to avoid having the reimbursement treated as taxable.

For example, a faculty member making weekly trips to an off-site location in the full fall semester might submit reimbursement requests for August and September on October 1, then for their trips in October on November 1, then their trips in November and December on December 15.

All reimbursement must be for mileage incurred in the service of the approved off-site activity.

Review and Responsibilities

This policy will be reviewed by the Office of The Provost and Faculty Council every five years or sooner, if warranted.

Responsible Parties: The Office of The Provost and Faculty Council

Review: Every 5 years

Revision Log

Revision Number: 1

Approval Date: 05/28/2025

Description of changes: Revision of April 2010 version of policy to reflect current UHCL campus geography, clarify situations in which compensation will be provided, and establish a uniform formula for calculating compensation.

Revision Number: 2

Approval Date: 04/28/2026

Description of changes: Clarifies that reimbursement is for actual mileage and not estimated mileage and should be requested less than 60 days after the expense.

Approval

Approved by:

/Dr. Edward R. Waller/

Senior Vice President of Academic Affairs and Provost

/Dr. Richard Walker/

President

April 28, 2026

Date