

2010/2011 Teacher Education Mileage Policy

Field Instructors

Generally, mileage will be calculated on the shorter of two options: either from an MSU office location or from a field instructor's house to the school in which s/he has interns. Travel/mileage between schools is also reimbursable.

Lansing area: Mileage will be calculated from Erickson Hall to the school.

Chicago area: Mileage will be calculated from the CPS building which houses the office for the MSU Chicago Coordinator, 125 S. Clark St., to the school.

Grand Rapids area: Mileage will be calculated from the MSU West office at 940 Monroe, Grand Rapids or from the field instructor's house to the school, whichever is the shorter distance.

Detroit area: For field instructors living in Detroit or the greater Detroit metropolitan area, mileage will be calculated from the MSU building at 3408 Woodward or from the field instructor's house to the school, whichever is the shorter distance. For field instructors driving from the East Lansing campus area, mileage will be calculated from Erickson Hall to the school.

Detroit area field instructors will not be paid mileage to attend meetings at the MSU Detroit building on Woodward. Lansing area field instructors will not be paid mileage to attend meetings on campus in East Lansing. The same guidelines are true with Grand Rapids and Chicago.

Expectations for all field instructors: the TE501/2 seminars should be held on days when field instructors are in the building for observation and conferences so there should not be additional mileage for seminars.

Any field instructor using a university vehicle needs to receive prior authorization, complete an Employee Driver Certification form and will not receive mileage reimbursement.

Course Instructors

Faculty hired to teach a course will not be reimbursed mileage from home to their location of work. This is in accordance with the MSU Travel Office mileage reimbursement standards.

Parking

Fixed Term Faculty (field instructors and course instructors) need to purchase parking permits from the MSU Parking Office 87 Red Cedar Rd., 517.355.8440, www.police.msu.edu

2 hr @ \$1.50 each

4 hr @ \$3.00 each

24 hr @ \$6.00 each

Faculty/Staff pass for \$37.25 a month (payroll deduction is available).

Visitor parking is also available. For a map of visitor parking areas visit <http://maps.msu.edu/interactive/>