Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

Angela Meixell. Ed.D.
Chancellor
Windward Community College
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Kaneohe, HI 96744

www.wcc.hawaii.edu
WINDWARD COMMUNITY COLLEGE
Academic Affairs

MILEAGE FOR TEACHING AT OFF-CAMPUS SITES

1. Purpose:
To establish College policy and procedure for the claiming of mileage by faculty assigned to teach at an off-campus site.

2. References:
HRS Chapter 40-13; DAGS Regulations 3-10-13; University Business Manual Instructions; Collective Bargaining Agreement.

3. Applicability:
All faculty (instructors and lecturers) assigned to off-campus sites for teaching credit courses offered under the auspices of Windward Community College are covered by this policy.

4. Policy:
It is the policy of Windward Community College:

a. To allow faculty the mileage allowance as provided in the current collective bargaining agreement, when such faculty are assigned to teach or counsel at an off-campus site. The following conditions govern when mileage shall be reimbursed if claimed.

1) It is assumed that all faculty are to report to the College on their on-duty days, either before, after, or before and after their assignment at an off-campus site. Any additional mileage that is necessitated by detouring enroute between home and campus, or beyond the campus, is claimable.

Example 1: Instructor lives in Kahuku, carries 12 credits on campus and 3 credits off-campus (Hau‘ula Shopping Center). On campus assignment is M, T, W, TH, F, and off-campus assignment is M, W, F, first class in the morning. Since Hau‘ula Shopping Center is directly enroute to the campus and required no significant detour, no mileage will be granted.

Example 2: Same instructor, except that off-campus assignment is at Waimanalo. Since this is beyond the home to campus route, mileage incurred between campus and off-campus site in Waimanalo may be claimed.

Example 3: Instructor lives in Kailua and carries an on-campus assignment on M, W, F (9 credits) and off-campus at Waimanalo School T, TH (6 credits). Since instructor is expected to be on campus T, TH, although he has no teaching assignment on campus on those days, he is eligible for detour mileage, i.e., from either the Waimanalo junction (by Castle Hospital) or the Keolu Drive junction to Waimanalo School.

Example 4: Lecturer lives in Kahalu‘u, carries 9 credits M, T, W, TH, F, at off-campus site in Kahuku, no on-campus assignment. Lecturer is expected to check on-campus mail, meet with Department Chairperson, or Assistant Dean at reasonable intervals, mileage may be claimed as follows:

1) On days lecturer must be on campus, mileage from campus to Kahuku and back to Kahalu‘u.
2) On days lecturer need not be on campus, the round trip mileage from Kahalu’u to Kahuku, less the round trip distance from Kahalu’u to campus.

These limitations are based on assumption stated in 4.1.1) above.

b. Generally, to not allow mileage claim for a faculty member assigned to off-campus site as an overload assignment when that faculty member has a regular on-campus assignment.

5. Procedures:

A faculty member assigned to an off-campus site shall first discuss the applicability of this policy with her/his Dean and obtain in writing in advance from the Dean of Instruction or from the Provost approval to claim mileage. Claims shall be submitted on a monthly basis, using the Personal Automobile Mileage Voucher, Dis. Form 33 (attached).

6. Effective Date:

This policy is effective as of August 1, 1995.

[Signature]

Peter T. Dyer
Provost
**UNIVERSITY OF HAWAII**

**PERSONAL AUTOMOBILE MILEAGE VOUCHER**

<table>
<thead>
<tr>
<th>Social Security No. (35-43)</th>
<th>Name (Last, First, Mi) (44-46)</th>
<th>Position Title / UH Affiliation</th>
<th>Payroll No.</th>
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</thead>
<tbody>
<tr>
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**UH Campus/Department**

<table>
<thead>
<tr>
<th>d.U. No.</th>
<th>Special Check Distribution Instructions</th>
<th>Contact:</th>
<th>Ph:</th>
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<tr>
<th>Year &amp; Make</th>
<th>No. of Cylinders</th>
<th>Account Code (15-28)</th>
<th>APP 29-30</th>
<th>Object 31-34</th>
<th>Amount (70-79)</th>
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<th>Model &amp; Type</th>
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<table>
<thead>
<tr>
<th>Traveler's Home Address (If Claim from home to workplace)</th>
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</table>

<table>
<thead>
<tr>
<th>Street:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
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<table>
<thead>
<tr>
<th>Monthly Day</th>
<th>Trip No.</th>
<th>From</th>
<th>To</th>
<th>Purpose</th>
<th>Round Trip (i)</th>
<th>Miles Traveled</th>
<th>Parking Fees</th>
</tr>
</thead>
<tbody>
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I hereby certify that the above accounting is a true and correct record of mileage on my personal automobile used in the performance of my official duties in accordance with the State Comptroller's rules and regulations governing official travel and transportation expenses.

I further certify that I carry the minimum liability insurance as required by the "Hawaii No-Fault Law" with:

- **Insurance Company:**
  - **Policy No.:**
  - **Expiration Date:**

**Signature - Traveler**

**Approved For Payment**

**Signature - Program Approving Authority**

**Signature - Fiscal Officer**

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- **A. Total Miles**
- **B. Total Mileage Claim (AX $0.37)**
  - **Employee Calculation Only**
  - **C. Reportable (Non-Taxable) (AX $0.30)**
  - **D. Taxable Amount (B - C)**

**E. Total Parking Fees**

**Total Claim - Mileage & Parking (B + E)**

**Object Symbol Assignment**

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<thead>
<tr>
<th>Mileage - Employee:</th>
<th>Non-Reportable (Non-taxable) 4111</th>
<th>Mileage - Consultant: 4112</th>
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<tbody>
<tr>
<td>Reportable (Non-Taxable) 4118</td>
<td>Mileage - Others: 4100</td>
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</tr>
<tr>
<td>Taxable 4119</td>
<td>Parking Fees: 7200</td>
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</tr>
</tbody>
</table>

**Note to Employees:**

The taxable mileage amounts calculated above will be reported as income to the IRS. Taxable mileage amounts for employees will be processed through the State Payroll System and will result in the withholding of Federal, State, and FICA taxes from gross payroll wages.