

Danville Area Community College

TO: Part-time Faculty

FROM: Office of Instruction

The College pays for Part-time faculty travel if it is necessary to drive more than 20 miles round trip to teach for DACC, either on campus or at an extension center. Effective January 1, 2021, for each mile over the first 20 miles, you are to receive the amount of 56 cents per mile.

If you will be driving farther than 20 miles round trip, please complete the information below, return it to your Division Dean, and they will submit the appropriate mileage reimbursement forms to the Payroll Office. **The mileage reimbursement will be paid through payroll and subject to applicable taxes. You will receive this reimbursement in your payroll check.**

Note: The College pays a maximum of 100 miles round trip, subject to the 20 mile deductible, for a total of 80 reimbursable miles.

Name _____

Home Address _____

Travel From _____

To _____

Course _____

Dates _____

Distance Round Trip _____