

ILR Policy: Travel Reimbursement for Facilitators/Instructors

The Institute for Learning in Retirement wishes to avoid placing undue hardships on facilitators, instructors and assistants who must travel substantial distances to lead ILR classes. At the same time, both financial and paperwork considerations make 100% reimbursement impractical and unwise.

Facilitators, instructors, or assistants who travel over 20 miles (**one** way) from their home or work place to the ILR class or event they are leading may submit a request for reimbursement. The reimbursement rate is \$.56 for each mile traveled when driving in excess of 20 miles one way. This policy went into effect June 30, 2008. Travel reimbursement checks will be issued at the end of the ILR semester.

Example:

A 28 mile one way trip to class would be reimbursed for 8 miles (28 - 20 = 8), or 16 miles for the round trip. If six such trips were made (96 reimbursable miles), the total travel reimbursement would be \$52.32.