TRAVEL ALLOWANCE FOR VISITING
AND SESSIONAL APPOINTMENTS

University Policy No.: HR6415
Classification: Human Resources
Approving Authority: Board of Governors
Effective Date: November/91
Supersedes: December/68
Last Editorial Change:
Mandated Review:

1. Newly appointed members of the full-time teaching staff whose appointments are for less than two years will be eligible for a travel allowance.

2. The amount of the travel allowance is equal to the cost of return economy airfare for the appointee and his/her family (provided that the latter move to Victoria) from his/her place of residence (at the time of appointment) to Victoria, plus incidental travel and moving costs to a maximum of $250.00. This latter item is intended to assist in meeting unavoidable out-of-pocket expenses such as limousine and taxi fares, meals, house-hunting expenses, rental of temporary accommodation, etc. The total allowance may not exceed one month's salary if the appointee moves from within continental North America, or two months' salary if from elsewhere.

3. The allowance will be paid in two instalments. The first instalment will be paid upon the appointee's arrival in Victoria, and the second upon the appointee's departure from Victoria. Payment of the allowance will be dependent upon submission of a claim to the Accounting Office.

   * The first instalment may not exceed single economy airfare plus the claim for incidental expenses.

4. Persons who accept appointments as regular members of the Faculty upon the expiration of their initial appointment will be eligible for removal grants, less any travel allowance already received. Details of these grants are found in the Faculty Handbook.

   * These claim forms are available in the faculty department/school offices.