

Department of Pharmacy Practice

Travel Reimbursement Policy

Effective 9.1.19

- Faculty, adjunct faculty, graduate students, residents, and others paid by Purdue will be reimbursed for mileage to official business location
 - Reimbursement will be provided at \$0.40 cents/mile
 - Faculty can use discretionary funds if desired to reimburse up to the federal reimbursement rate
- For Indianapolis employees, travel will be reimbursed from official duty station to West Lafayette for official business only, including the White Coat Ceremony, the graduation banquet, didactic lectures and professional programs labs
- For West Lafayette employees, travel will be reimbursed from official duty station to Indianapolis for official business only
- Travel will be reimbursed from official duty station to the location of the annual college and department retreats
- Travel will NOT be reimbursed for travel to social events, including the Holiday Recognition Lunch, Boiler Rx golf outing, and the ice cream social
- Travel will NOT be reimbursed for alumni or outside speakers who are asked to speak as part of classroom education
 - Taking the speaker to lunch and/or a small token of appreciation is appropriate
 - Parking permits will be provided