Please read carefully:
We are providing colleges with a way to include information about benefits beyond the data gathered in previous surveys. The information requested below will be reported in the online version of the survey.

1. Please indicate supplemental benefits available to full-time faculty members at your institution in the following areas.
   (X) Release time (Please explain:)_ PLEASE SEE ATTACHMENT 1 ADDITIONAL PAY
   ______________________________________________________________________________________________________
   ( ) Sabbatical - available after ______ years of employment for a maximum of ______ semesters
   ______________________________________________________________________________________________________
   ( ) Other (Please explain:)_

2. Please indicate Employee Assistance Programs (EAP) available to full-time instructors on your full-time faculty. Indicate items which apply to your institution.
   (X) Financial education and services
   (X) Outreach, assessment, and referral services for alcohol or chemical dependency
   (X) Work/Life coaching - “fitness for duty consultations”
   (X) Training and development workshops
   (X) Conflict resolution/management
   ( ) Legal advice and analysis
   (X) Wellness services (fitness coaches, nutritionist, smoking cessation, stress management, etc.)
   ( ) Other EAP benefits:

3. Other significant full-time employee benefits:
   ( ) Paid insurance benefits for spouses and/or dependents
   ( ) On-site childcare
   ( ) Other (Please explain:)_

4. In light of ACA/TRS changes what are the maximum hours adjunct faculty can work? 19 HOURS PER WEEK

5. What responsibilities are required at your colleges for adjunct instructors beyond teaching?
   (X) Office hours
   (X) Professional Development / Training
   (X) Orientation session
   (X) Attending student activities
   (X) Volunteering for student activities
   (X) Attending commencement
   (X) Serving on committees

6. What responsibilities are allowed at your colleges for adjunct instructors beyond teaching?
   (X) Office hours
   (X) Professional Development / Training
   (X) Orientation session
   (X) Attending student activities
   (X) Volunteering for student activities
   (X) Attending commencement
   (X) Serving on committees

7. What percentage of an adjunct faculty member’s work time is typically spent on these activities (estimate)? UNKNOWN

8. Are adjunct faculty allowed to join the full-time faculty organization?
   ( ) Yes ( ) No ( ) Not sure

9. What professional development does the college provide to adjunct faculty?
   (X) On-campus programs
   (X) Online programs
   ( ) Support to attend conferences that are local
   (X) Support to attend conferences

10. Does your college have an adjunct academy?
    (X) Yes (Please describe what it includes)
    ( ) No ( ) Not sure

11. Are all adjunct faculty eligible for additional benefits, beyond a per-course stipend?
    ( ) Yes (Please describe what it includes)
    (X) No ( ) Not sure

12. Are some adjunct faculty eligible for additional benefits or considerations after they have worked at the college for a period of time?
    (X) Yes (Please describe what it includes)
    ( ) No ( ) Not sure

13. What requirements must adjunct faculty fulfill to receive the additional benefits from question #12?
    PT INSTRUCTORS WHO MEET 12 ACADEMIC SEMESTER HOURS QUALIFY FOR ERS INSURANCE. INSTRUCTOR PAYS FULL PREMIUM

Please return completed form to:
Carole Hawkins, TCCTA, E-Mail: chawkins@tccta.org
Telephone Toll Free: 1-800-288-6850, Extension 12 (in Austin, 328-2044) --- Fax: Area Code 512-328-1086

Texas Public Community Colleges
Travel Policies and Procedures

Revised February 1, 2012

Responsibility

Employees submitting Travel Authorization(s) and Travel Expense Statements and the employee(s) approving the Authorization and/or Expense Statement will be expected to demonstrate good judgment regarding travel and meal expense.

They will be expected to assure that such travel and meal expense is a reasonable cost to the College. The approver of the Authorization and the Expense Statement will assure that he or she is the budget officer for the account or is a supervisor of the budget officer.

Travel Authorization(s)

Completion of a Travel Authorization form approved by the appropriate supervisor/division head/Cabinet member must be on file with the Business Office before travel starts. It is the budget officer’s responsibility to do a budget check to make sure funds are available in the accounts listed to pay before expenses for the trip are incurred or Authorization is requested. All travel requests must be listed in the Agenda for the Board of Regents meetings held on the fourth Tuesday of the month. This form must be in the Business Office by the first day of the month in order to appear on the agenda for the Board meeting.

Travel expenses incurred with grant or contract funds will be governed by the institutional policy of Amarillo College except where expressly forbidden or modified by the granting or contracting agency or governing rules and regulations. Such travel will require completion of a Travel Authorization approved by the principal investigator of the grant and by the Grants Office of the Business Office. The Travel Expense Statement must be approved in the same manner.

Travel Advances

Travel advances may be requested when the estimated travel expenses, excluding personal automobile mileage, exceed $100. Travel advances are only available for Amarillo College employees.

A Travel Expense Statement must be completed for each travel advance within five working days of the completion of the trip. If an Expense Statement is not received in the Business Office in 30 days, the advance amount will be deducted from your paycheck.

Expense Report Approval Process

The budget officer responsible for the account from which the funds are budgeted/expended should approve all Travel Expense Statements. The Business Office will not require additional approvals. If the budget officer is not available for approval one of her or his supervisors should approve the Expense Statement. Each department or area may determine if additional approvals should be obtained.
The approver will forward the Expense Statement to the Business Office. The Business Office will check that the Expense Statement is approved but will not be monitoring the propriety of the approval signatures.

If the traveler is the budget officer for the account, approval should be received by one of the traveler’s supervisors.

An Expense Statement must be completed within 5 working days upon completion of the trip.

**Prepayment of Travel Expense**

If requested by the traveler, the College may prepay hotel and/or airline expenses. The College may either send the payment directly to the hotel/airline, or issue a check(s) for the prepayment and deliver that check to the traveler. The traveler should only prepay expenses for travel occurring within the same fiscal year. Reasonable care should be made to not prepay travel occurring next fiscal year unless necessary.

Local or online travel agencies such as Priceline, Orbitz, etc. shall not be utilized for Amarillo College Travel.

In the event a traveler makes reservations online and/or pays for the expenses his or herself, the College will reimburse the traveler for documented prepaid expenses if the traveler pays the expenses at least two weeks prior to the trip. This can be done by completing a “Partial” Travel Expense Statement. Additional expenses will be reimbursed after the trip is completed. Remaining expenses will be reimbursed when the “Final” Travel Expense Statement is processed.

**Student Meal Allowances**

On official College student trips, the sponsor of the trip may request that the meal expenses for students involved be made in the form of a meal allowance per student, per day or per meal in advance of the trip. This per diem should not exceed the rates as described in the Employee Meal Expenses Section. Such an advance should be made in the same manner as other travel advances.

These meal allowances will be issued to the faculty member or sponsoring employee accompanying the students. The faculty member/sponsor will then issue the allowances directly to the students. Students will not be required to supply supporting receipts to the College.

If the faculty member/sponsor would rather pay for the meals of all the students at one time, receipt(s) must be obtained and forwarded with the expense report.

Non employees accompanying students on such trips may also receive a meal allowance if approved by the budget officer.

Employees on student trips will account for their own meal expenses in the same manner as all other College travel.

**Employee Meal Expenses**

Employees traveling on official College trips can receive reimbursement for actual meal expenses, or in the event the travel requires an overnight stay, the employee may claim the lowest per diem rate published on the U.S. General Services Administration website. NOTE: The first and last calendar day of travel is calculated at 75 percent of the daily per diem.
If actual meal expense is claimed, supporting documentation must accompany the Expense Statement. Meal expenses paid from grant funds are subject to the rules, regulations and restrictions of the grant or the granting entity. If specific grant guidelines do not exist, then follow AC Guidelines.

The option to use per diem in lieu of actual receipts must be used for the entire trip. Actual and per diem may not be mixed for any single trip by an employee. No per diem option is available for travel less than 12 hours.

The per diem option should be approved by the appropriate supervisor/division head/Cabinet member in advance on the Travel Authorization.

Per diem should be reduced by meals provided by an organization or person not employed by Amarillo College. This reduction should be $7 for breakfast, $11 for lunch, and $23 for dinner.

In the event meal receipts include the cost of meals for someone other than the Amarillo College employee submitting the Expense Statement, the name of the person and their relationship to Amarillo College must be documented either on the meal receipt or the Expense Statement. This documentation requirement also applies to charges made on all Amarillo College Credit Cards.

In most cases, on trips not requiring an overnight stay, lunch meals should not be claimed for reimbursement or put on a College Credit Card unless the meal is a working lunch with other employees, or involves persons other than College employees. In most cases when an employee is alone lunch meals should not be reimbursed. The appropriate Cabinet member/division/department head may approve exceptions to the above cases.

**Personal Vehicle Mileage**

A College employee may use his/her personal automobile for College business. The employee may be reimbursed at the rate of 48 cents per mile. (as of 9/1/08).

A Travel Expense Statement will need the Budget Officer's approval in order to be reimbursed. You must provide a Mileage Log with the Expense Statement for multiple trips to be reimbursed.

Miles reimbursed, including any local in-town miles, should be reimbursed as either the actual mileage incurred or the official State of Texas mileage. The official State mileage is available from the AC Business Office. You may now also use the following internet mapping site: Mapquest (use Google Maps as an alternate). Enter city to city in your calculations to keep things simple, do not use actual addresses. Provide a printout of the mileage screen used so the Business Office can verify the process used to obtain your miles.

Budget officers and travelers should have a clear understanding of when and how much mileage for which the employee will be reimbursed.

The official mileage between AC Campuses are here.

Normally, local in-town mileage claimed to/from/between Amarillo College 's campuses and/or sites where classes are taught do not require a travel authorization. If you are reporting to the airport instead of your normal work location, mileage reimbursement may not be claimed unless you are traveling from MCC or Hereford campuses.

**Use of College Vehicles**
Amarillo College has vehicles available for transporting small groups on official AC business. The beginning and ending mileage and purpose of the trip should be documented on the form made available by Physical Plant. AC gasoline credit cards are available for such trips. Arrangements for the use of these vehicles should be made in advance as soon as possible to assure availability of the desired vehicle. The Physical Plant Procedures describe exact requirements.

**College Credit Cards**

The College has provided College Credit Cards to each member of the Cabinet and to other additional employees. College Travel Cards can be requested by Amarillo College employees with approval from their appropriate Cabinet member. Contact the disbursement supervisor in the Business Office if you wish to obtain a College Travel Card. The use of these cards is the responsibility of the employee whose name appears on the card. The College Travel Cards are to be used for travel and should be used with discretion and good judgment.

The cardholder must account for each charge that is made to his/her College Credit Card. All College Credit Card transactions are to be reported on a Travel Expense Statement in conjunction with the Credit Card Transaction Report.

On occasion it may be advisable for a College Credit Card to be used by an employee other than the employee to whom the card was provided. In these situations the employee whose name appears on the card will be responsible for accounting for expenses incurred using her/his card along with the employee that made the credit card charge.

Do not use the Travel Card to pay for ANY fees, tickets, payments to, or charges at, Amarillo College or its subsidiaries. (Contact the Disbursement Supervisor for instructions if a situation arises). In no instances should personal charges be made using a College Credit Card.

**Sales Tax Exemption**

Amarillo College is exempt from the payment of the Texas State Sales Tax. This exemption applies to hotels and rent cars, etc. The traveler is responsible for ensuring our tax exemption is honored. If the tax exemption is not claimed, the traveler is responsible for the tax incurred. If the traveler cannot obtain a refund for taxes paid, they will be responsible for reimbursing the college.

Texas Hotel sales tax exemption forms are available in the Business Office, or on the AC Website. Each traveler and the appropriate supervisor/division head/Cabinet member should obtain these forms and use them when traveling.

Any hotel in the State of Texas must be provided the appropriate Tax Exemption Certificate form upon hotel check-in. Normally it is not practical to ask restaurants to honor this sales tax exemption on individual or small group meal purchases.

Texas rental car sales tax exemption forms are available on the AC Website. Each traveler and the appropriate supervisor/division head/Cabinet member must obtain these forms and use them when traveling. If you use one of the Direct Bill rental car companies, they already have this tax exempt information and do not need these forms.

**Lost Receipts**
In the event receipts or other supporting documentation has been misplaced or destroyed, the traveler may sign a statement to that effect as a part of the Travel Expense Statement. This statement must specify the amount, business name, date of transaction and be signed by the traveler.

**Purchase of Alcohol**

The use of Amarillo College funds or College Credit Cards for the purchase of alcoholic beverages or products is prohibited.
Adjunct Academy

AC’s Center for Teaching and Learning designed curriculum for adjunct faculty teaching at Amarillo College with the goal of preserving/achieving high standards of instructional excellence and to highlight the significant role of adjunct faculty. The Center for Teaching and Learning Personnel provides all development and instructional cost for the academy.

While the curricula addresses many areas of knowledge for new AC adjuncts, it is also intended to be used as a resource for experienced adjuncts. The application-based assignments are varied to offer something to instructors at all levels.

The content of the course accommodates the busy schedules of AC adjuncts. Content is delivered online. Contracts outlining the expectations for enrollment and completion are signed by participating adjuncts, adjuncts respective Department Chair and Dean, Instructor of Adjunct Academy 101, Associate VP of Teaching and Learning, and the VP for Academic Affairs.

Adjunct participants will receive a $200 stipend for satisfactory completion of all requirements for Adjunct Academy 101. In semesters following verification of completion of the Academy, adjuncts paid by load-hour will receive an additional $50 for each semester hour of assigned instructional loads.

Additional benefits/advantages for AC adjuncts participating in the program include: Support Group for Instruction, Instructional Presentation/Experimentation Practice Sessions/Videotaping, Greater Understanding of Amarillo College, Networking and Exchange with Other AC Faculty, and Administrative Support for Adjuncts.