

Shared Course Initiative Faculty Travel Policies

An important part of the Shared Course Initiative instructional model is the instructor's visit to students at the receiving institution(s). This visit allows the instructor and the students to get to know one another better, and it also permits the students on the sending side to experience the class as a receiving student.

As part of their commitment to ongoing programming for the Shared Course Initiative, Columbia, Cornell, and Yale have provided limited funds to support this travel. This document lays out a set of guidelines for instructor travel, which are meant to allow for the maximum number of instructors traveling to their students each year.

1. The SCI strives to provide funding for faculty to travel to their students in the remote classrooms once per academic year. Depending on availability of funds, it may not be possible for all faculty to travel to all sites. Priority will be given first to classes with larger numbers of students in the remote classroom, and second to classes with undergraduates. In the unlikely case that funds for travel are remaining in the second half of the academic year after the initial round of instructor visits, it may be possible for some instructors to have more than one visit per year.
2. Instructors should begin to consider the best and most strategic time for their visits at the beginning of the academic year, once the class roster for the fall semester is finalized.
3. There should be a minimum of **two weeks notice** in advance of any instructor visit. This will allow the staff at the remote site adequate time to prepare to assist the instructor, as well as do any other related planning. Instructors wishing to travel should notify the SCI Program Manager, Christopher Kaiser. ck2831@columbia.edu.
4. More advance notice may be necessary if the instructor would like to hold a promotional event at the remote campus, such as a film screening, poetry reading, lecture, etc.
5. Any trips that are taken without prior approval **will not be reimbursed**.
6. Upon return, faculty must coordinate with their local administrator to fill out a signed expense report, completed with original receipts. For Columbia instructors, any expenses that do not comply with the Columbia University [travel policy](#) will not be reimbursed.
7. Because of the limited amount of funds available, the following lays out the expenses that the SCI will reimburse according to the instructor's point of departure and destination:

Columbia instructor visiting Yale

Travel to train station

Metro North ticket to New Haven

Travel from NH Union Station to New Haven (shuttle, taxi, or Lyft/Uber)

Meals while traveling: maximum \$15 breakfast, maximum \$20 lunch, maximum \$30 dinner, must include **itemized** receipts, no alcohol.

Travel to NH Union Station

Metro North ticket to New York

Travel from train station

Columbia instructor visiting Yale (if overnight stay required)

Travel to train station

Metro North ticket to New Haven

Travel from NH Union Station to New Haven (shuttle, taxi, or Lyft/Uber)

Meals while traveling: maximum \$15 breakfast, maximum \$20 lunch, maximum \$30 dinner, must include **itemized** receipts, no alcohol.

Travel to NH Union Station

Metro North ticket to New York

Travel from train station

Please note: Columbia instructors are discouraged from taking an overnight trip to Yale. They may do so if their classes are in the early morning or late evening, or if they are going to be doing a promotional event on campus.

Columbia instructor visiting Cornell

C2C Bus to Cornell and back

Hotel stay or AirBnB stay

Meals while traveling: maximum \$15 breakfast, maximum \$20 lunch, maximum \$30 dinner, must include **itemized** receipts, no alcohol.

Cornell instructor visiting Columbia

C2C Bus to Columbia and back

Hotel stay in NYC. Please coordinate with the SCI Program Manager as

Columbia has preferred hotels with favorable rates.

Meals while traveling: maximum \$15 breakfast, maximum \$20 lunch, maximum \$30 dinner, must include **itemized** receipts, no alcohol.

Cornell instructor visiting Yale

C2C Bus to New York and back

Metro North ticket to New Haven
Travel from NH Union Station to New Haven (shuttle, taxi, or Lyft/Uber)
Travel to NH Union Station
Metro North ticket to New York
-OR- Reimbursement for car travel instead of bus/train
Meals while traveling: maximum \$15 breakfast, maximum \$20 lunch, maximum \$30 dinner, must include **itemized** receipts, no alcohol.

Yale instructor visiting Columbia
Travel to train station
Metro North ticket to New York
Travel from train station
Travel from NH Union Station to New Haven (shuttle, taxi, or Lyft/Uber)
Meals while traveling: maximum \$15 breakfast, maximum \$20 lunch, maximum \$30 dinner, must include **itemized** receipts, no alcohol.

Travel to NH Union Station
Metro North ticket to New York
Travel from train station

Yale instructor visiting Cornell
Travel from to NH Union Station (shuttle, taxi, or Lyft/Uber)
Metro North ticket to New York
C2C Bus from New York to Ithaca and back
Travel to NH Union Station
Metro North ticket to New York
-OR- Reimbursement for car travel instead of bus/train. This travel will be reimbursed at the current mileage rate determined by the travel policies of each institution, and the mileage cannot exceed the approximate driving distance between the two locations.
Meals while traveling: maximum \$15 breakfast, maximum \$20 lunch, maximum \$30 dinner, must include **itemized** receipts, no alcohol.