

Instructor Travel Compensation Policy

Guidelines for Requesting and Approving Travel
Compensation

Travel Compensation Policy – Overview

Purpose

To ensure fair, consistent consideration of travel compensation for instructors traveling longer distances to teach classes.

Eligibility

- Travel compensation may be requested **only for appointments more than 20 minutes (one-way)** from the instructor's home.
- Appointments **within 20 minutes one-way** are **not eligible** for travel compensation.

Key Principles

- Travel compensation is **not automatic**.
- Requests are reviewed and approved **case by case**.
- All travel compensation is subject to availability, budget, and scheduling needs.



The graphic features a blue header with the title "Travel Compensation Policy – Overview". Below the header, there are two main sections. The left section, titled "Eligibility", shows a smartphone displaying a map with a red route and a yellow car, next to a red circular clock icon with "20 min" and the text "(Over 20 Minutes)". The right section, titled "Case by Case", shows a clipboard with a "Travel Comp Proposal" form, a question mark, a stack of money, and a calculator. At the bottom, a red prohibition sign is followed by the text "No Travel Comp Within 20 Minutes".

Travel Compensation Policy – Overview

Eligibility

20 min
(Over 20 Minutes)

Case by Case

Travel Comp Proposal
Request Amount

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No Travel Comp Within 20 Minutes

Request & Approval Process

Instructor Responsibility

- Instructors must submit a **travel compensation proposal** *before accepting* an introductory class, substitute appointment, or series of recurring classes.
- **Proposals submitted after a class or series of classes has been accepted and/or assigned will not be considered.**
- Each proposal must clearly state the **requested travel compensation amount** for the specific class or appointment.
- All travel compensation proposals must be **submitted via email**.
- The **maximum allowable travel compensation is \$20 per class**.

How Decisions Are Made

The scheduling team evaluates travel compensation proposals by considering:

- Instructor proximity to the appointment location
- Total cost (class rate plus requested travel compensation)
- Availability of other qualified instructors

Selection Priority

Preference is generally given to:

- The instructor **closest** to the appointment location, or
- The instructor submitting the **lowest total cost proposal**

Final Notes

- Submission of a travel compensation proposal **does not guarantee approval**. Approved travel compensation applies **only to the specific appointment requested**.

