

TO: Human Resources/Danielle Jenkins

FROM: _____

RE: Multiple Site Stipend for Full-Time Faculty

**I am submitting the following travel stipend payment for the _____
semester for _____.
Employee**

Teaching sites _____
Please include two
locations

Class/Section number

Class/Section number

Administrator

Date

Section 4: Travel Support for Contractual Load Assignments

- (a) A stipend in the amount of one hundred dollars (\$100.00) per semester shall be paid to each faculty member who, as part of his/her regular load, teaches at more than one (1) site during the semester.

Human Resources Use Only

Account Number used

Payroll Paid

Amount Paid