

Oklahoma Baptist University

Office of Human Resources
Phone: (405) 878-2013 Fax: (405) 878-2093

Date:

From: Human Resources Office

To: Part-time Faculty

Subject: Commuting Travel Payments

Please complete the enclosed Certification of Primary Employment form and return it to Human Resources, 500 W. University, OBU Box 61141, Shawnee, Oklahoma, 74804.

The basic rule to follow for travel payments to employees that offset travel between home and work is to consider these payments as regular wages and include these payments in taxable income. This is due to the commuting nature of the travel. Payments for commuting between home and work are considered taxable income. Therefore, OBU's efforts to offset long distances traveled by some Adjunct Faculty members must be considered taxable income.

As is common in tax law, there is an exception to the basic rule. For Adjunct Faculty members that have a place of primary employment other than OBU, travel payments may be considered as reimbursements of expenses and therefore not taxable. This exception requires the taxpayer to have a place of primary employment that is significant when considering the following factors:

- total time ordinarily spent at each business location
- degree of business activity at each location
- relative significance of financial return from each area.

The IRS may consider other factors but these are the primary factors in this determination. The place of employment that consumes a majority of the hours worked includes the majority of the business activities that you pursue and provides the majority of your financial return from employment is your place of primary employment.

There is an additional requirement for this exception. The only miles that may be considered as travel under this exception are miles actually traveled directly between the place of primary employment and OBU. Miles traveled between OBU and home are considered commuting miles. In other words, the travel must be between the two places of employment. In order to be eligible for mileage reimbursement from OBU, travel must be greater than 15 miles from place of primary employment.

If you have a primary employer other than OBU, your travel reimbursement will be paid separately from your salary. This payment will be made monthly upon receipt of your approved Travel Expense Reports. You must complete a travel reimbursement form detailing the days and miles traveled between your primary employment and OBU. A Travel Expense Report is enclosed. This form requires the Dean's signature, and must be submitted to the Human Resource Department, 500 W. University, OBU Box 61141, Shawnee, Oklahoma, 74804.

OKLAHOMA BAPTIST UNIVERSITY

Adjunct Faculty Certification of Primary Employment

Please print or type.

I, _____, hereby certify that my primary place of employment is

Name of Employer: _____

Address of Employer: _____

City, State, Zip: _____

and that my position at _____ is secondary employment. This determination was made through consideration of the facts and circumstances in this case including, but not limited to, the following factors:

- total time ordinarily spent at each business location
- degree of business activity in each area
- relative significance of financial return from each area.

I understand that I must have a primary employer other than OBU for travel expenses to be considered a reimbursement of expense rather than income. I also understand that my primary employment must require a significant majority of the total hours I work and that my primary employment must provide a significant amount of my earnings from employment.

I also certify that I estimate I will travel _____ miles on each trip between my place of primary employment and OBU _____ times for a total of _____ miles during the time of my contract for the purpose of fulfilling the duties required in my contract.

Signature: _____

Street Address: _____

City, State, Zip: _____

Daytime Phone: _____

Date: _____

OKLAHOMA BAPTIST UNIVERSITY

ADJUNCT TRAVEL EXPENSE CLAIM FORM

Instructions: Submit this Claim Form to your Dean ONLY IF OBU IS YOUR SECONDARY EMPLOYER.

Reimbursement rate is \$.50/mile.

Check will be mailed to home address.

IF OBU IS YOUR PRIMARY EMPLOYER, the travel allowance shown on your Adjunct Contract will be divided by four (4) months and will be added to your salary monthly as taxable income

Name: _____	OBU I.D.# _____
Travel from:* _____	To: <u>Oklahoma Baptist University</u>

**Name of your Primary Employer or Home Address (if you are self-employed)*

ADJUNCT TRAVEL EXPENSE for _____
Month _____ Year _____

Adjunct Faculty Member: Please verify total miles traveled during the month of:

September	October	November	December
January	February	March	April
May	June	July	August

Reimbursement rate: \$.50 per mile.

Signed: _____ **Date:** _____
Adjunct Faculty Member

Approved: _____ **Date:** _____
Dean**

Charge \$ _____ to Account # _____ <i>Amount claimed: mileage x. 50</i> <i>Adjunct Budget Travel Account</i>

**** (After approving the amount and entering the Account #, interoffice to:
OBU Human Resource Department, OBU Box 61141)**