

JOHN FELICE ROME CENTER RELOCATION TRAVEL POLICY

Loyola University of Chicago [= LUC] will pay airfare to and from Rome, as detailed below. LUC will also pay for local transport from home to airport in Chicago, and from airport to the John Felice Rome Center (= JFRC). LUC will not cover other European travel. Loyola will continue to pay the faculty member's otherwise contracted salary. No adjustment for changing exchange rates will be provided.

LUC will pay the best available airfare rate Chicago/Rome/Chicago for Loyola faculty, their spouses, and their dependents up to the age of 21 who will be residing with them in Rome. LUC will not pay for travel for spouses or dependents who travel to Rome for short term visits. The **best** rate will be the same as the group rate for students attending the John Felice Rome Center [=JFRC] and will be specified by JFRC's Chicago Office. In the case of a faculty member who is appointed from an affiliated institution, JFRC's Chicago Office will determine and pay the best available airfare from one of the group gates closest to the permanent residence of the faculty member [gates: Chicago/ Rome/ Chicago, Los Angeles/ Rome/ Los Angeles, or New York/ Rome/ New York].

LUC will also pay for transportation from the permanent place of residence of faculty from affiliated schools to one of the aforementioned gates. Should JFRC's Chicago Office determine that the fare is less from the affiliated faculty's permanent residence to Rome than from one of the three gates, LUC will then pay this lower fare. LUC will also pay ONE round-trip airfare for a spouse or dependent children during the course of the academic appointment as well as their transportation from the permanent place of residence to one of the gates. Reimbursable airfare amounts will be determined according to Guidelines #1 - #4. In making travel plans to Rome, faculty members should know that:

1) If they travel to Rome round-trip at the group rate, the entire cost of their travel will be prepaid by the University

2) If they travel to Rome round-trip but NOT at the group rate and the airfare is more than the allotted aforementioned maximum rate as determined by JFRC's Chicago Office, then the University will prepay the allotted amount (with the faculty member personally making up the difference) IF the tickets have been issued by a travel agency approved by LUC. This prepayment by the University cannot be made before July 1 of the year in which the USA / Rome leg is completed.

if an agency not approved by the University issues the tickets, then the University will reimburse the faculty member for the allotted amount only AFTER the beginning of the school year in Rome.

3) If they travel to Rome but NOT at the group rate and the airfare is LESS than the allotted amount as determined by JFRC's Chicago Office, then

the University will prepay the actual cost IF the tickets have been issued by a travel agency approved by LUC. The prepayment by the University cannot be made before July 1 of the year in which the USA / Rome leg is completed.

if an agency not approved by the University issues the tickets, then LUC will reimburse the faculty member for the actual cost only AFTER the beginning of the school year in Rome.

4) If they travel to Rome and back on separate one-way tickets, then

LUC will prepay the USA / Rome leg (either half the allotted amount, if the one-way ticket is more than half the allotted amount for round-trip; or the actual cost, if the one-way ticket is less than half the allotted amount for round-trip) IF the ticket has been issued by a travel agency approved by LUC.

The prepayment by the University cannot be made before July 1 of the year in which the USA / Rome leg is completed. If an agency not approved by LUC issues the ticket, then LUC will reimburse the faculty member the proper amount only AFTER the beginning of the school year in Rome. for the return leg (Rome / USA) the University will prepay (according to the conditions stated in 4-a) IF the ticket has been issued by a travel agency approved by LUC. If the ticket has been issued by an agency not approved by the University, then the faculty member will be reimbursed. Either prepayment or reimbursement must be completed before May 31 of the year in which the Rome / USA leg is completed.