

PDC Teaching FAQs (7/12/18)

Our PDC Coordinator is Chad Luck (cluck@csusb.edu). He is a valuable resource for general questions about navigating the culture at PDC and other basic troubleshooting. Chad is also your first stop for advising issues related to PDC students.

1. Is there any compensation for gas and mileage traveling to/from PDC?

Yes. Mileage reimbursement requests/expense reports are done through CONCUR.

Faculty either file monthly expense reports for reimbursement or (this is less desirable) one report at the end of the quarter.

Information on Mileage Reimbursement and Tutorials for Concur can be found here. (You'll want to use the "Mileage Only" tutorial as your guide for doing your expense report.)

<https://www.csusb.edu/travel/concur>

To be reimbursed for mileage, you also need to have a current defensive driving certification/card. See the following link on how to get that. That certification is good for four years.

<https://www.csusb.edu/parking/parking-enforcement/defensive-driving-course>

The contact person in the Travel office for questions is Mona Sinha (Travel Program Coordinator). manorama.sinha@csusb.edu. OR 909-537-3158

2. Who do you talk to about PDC office hours (location, etc.)?

Jack Macfarlane is the Director of Operations at PDC. He is the contact for office assignment, keys, etc. jack.macfarlane@csusb.edu. EXT 78105.

3. Will my current parking permit allow me to park at the PDC campus? Some classes are in one of the UCR buildings. Are we allowed to park there?

Yes.

4. Can I still use my UH office to work in when I am not at PDC?

Yes.

5. Is there anything that I would need to come to the main campus for?

Andrew generally emails faculty not on the main campus about anything pressing (availability forms, etc.).