MEMO

To: Wofford staff and faculty
From: President Nayef Samhat
Date: July 6, 2022
Re: Interim Director of Human Resources

I'm pleased to announce that Shannon Knupp, an independent human resources consultant, will be joining our community as interim director of Human Resources beginning July 11, 2022. During the six months that Shannon is with us, she will be meeting with various departments, evaluating the college's human resources goals and staffing, and ensuring that human resources functions such as compensation and benefits, compliance, DEI initiatives, COVID-19 protocols and talent acquisition run smoothly. She also will support the college's search for a full-time human resources professional.

Please join me in welcoming her.

Thank you.
Daily Announcements

Thursday, July 7, 2022

Upcoming Events

- Little Terriers Camp

Announcements

- The Sophomore Experience
- COVID
- Apply for an Interim 2023 Travel/Study Project - No Deposit Required
- New Mileage Reimbursement Rate Effective July 1, 2022
- New Facility Maintenance Request System

Upcoming Events

Little Terriers Camp

Date/Time: 2022-07-11 09:00 AM
Location: Spartanburg Science Center and Wofford College campus
Cost:
Details: Do you have kids who are interested in science and art? Little Terriers Camp with the Spartanburg Science Center is perfect for them. While exploring Wofford College, students will get an exciting taste of the college experience. Students will get to play kickball behind Main Building, eat at the newly renovated Burwell Dining Hall, make art, meet professors, and more! Camp is for students ages 10-14 and the cost is $150. July 11-15, 9 a.m.-noon. Sign up at the link below.
Link: Sign Up Here!
Contact: Matilda Redfern (Phone/Ext 404-579-3322)
Announcements

The Sophomore Experience

Details: The Career Center is offering "The Sophomore Experience" for rising sophomores on Aug. 28 (5-9 p.m.) and Aug. 29 (8 a.m.-9 p.m.). Participants will receive guidance on choosing a major, LinkedIn and networking strategies, internship preparation, dining etiquette and informational and mock interviews. There will be guest speakers, employer visits and other career development programming. On-campus housing will be provided as well as dinner on Sunday and breakfast, lunch and dinner on Monday. All sophomores can participate! Read more and sign up!

Link: Link to sign up
Contact: Lee Smith (Phone/Ext 864-597-4264)

COVID

Details: Friendly reminder that if you test positive for COVID this summer (whether you are on or off campus), please upload that information into your myWofford portal or email covid@wofford.edu. As we live and work through this pandemic, it is important that our records are accurate and that you have access to ask questions of our dedicated medical staff. If you have tested positive in the last 30 days, please upload that information and the date of the positive test. The Wellness Center has temporarily moved to the Kilgo-Clinkscales House.

Contact: Roberta Hurley (Phone/Ext 864-597-4044)

Apply for an Interim 2023 Travel/Study Project - No Deposit Required

Details: Want to study abroad this upcoming Interim 2023? The Interim 2023 travel/study projects are accepting applications on a rolling basis until the final deadline on Thursday, Sept. 18. Visit the link below for a full list of available programs and to start your application. No deposit required to submit your application!

Link: Interim 2023 Travel/Study Project Availability
Contact: International Programs (Phone/Ext 864-597-4430)

New Mileage Reimbursement Rate Effective July 1, 2022

Details: Effective July 1, 2022, the standard mileage rate for business travel will increase by four cents per mile, to 62.5 cents per mile. The adjusted expense report form to use for reimbursement requests can be found in myWofford > Employee > Business Office Spotlight > Accounts Payable Forms.

Contact: Lani Foster (Phone/Ext 864-597-4223)

New Facility Maintenance Request System

Details: Brightly, the new system for submitting facility maintenance requests, will go into effect on Monday, July 11. The link will be on myWofford and will replace the School Dude system previously used. After logging in, you will be asked to provide information to identify yourself. Please answer all questions to ensure security and accountability.

Contact: Ricky Shehan (Phone/Ext 864-597-4380)

To submit an item for the Daily Announcements, go to: http://www.wofford.edu/dailyAnnouncements/.
For up-to-date information on campus events, visit the Wofford Campus Calendar.
For information about Culinary Services, go to: https://www.aviserves.com/wofford/.
Register with the Wofford Emergency Alert System for text and e-mail notifications at: http://www.wofford.edu/newsroom/emergencyManagement/emergencyAlerts/.
A main water line has broken near the baseball field. City of Spartanburg and Wofford facilities staff are working on repairs. This will affect the water supply in certain areas of the campus for several hours. We will send an update if water is not restored by the end of the day.

Thanks for your patience.
MEMO

To: Wofford staff and faculty
From: President’s cabinet
Date: July 7, 2022
Re: Campus offices close at noon on Friday

To celebrate the successful completion of the first session of Summer School, we will end the work week at noon on Friday, July 8.

It’s been a busy summer, and we value your commitment to our college and community.

Enjoy your weekend.
Just to confirm – we will indeed close the library at noon. Enjoy you bonus time this afternoon.

Lisa

From: WoffordNews
Sent: Thursday, July 7, 2022 3:22 PM
To: Wofford Staff and Faculty <WoffordStaff@Wofford.Edu>
Subject: Campus offices close at noon on Friday

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Monday, July 11, 2022

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- Little Terriers Camp

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- The Sophomore Experience
- COVID
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- Online Pay Stub
- Carolina Panthers Training Camp

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Link: [Link to sign up]
Contact: Lee Smith (Phone/Ext 864-597-4264)

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Contact: International Programs (Phone/Ext 864-597-4430)

Online Pay Stub

Details: Looking for a current or old pay stub? Now you can access your pay information online. Just go to the Employee section of myWofford and click on the "View My Pay Information" link.

Link: myWofford
Contact: Human Resources (Phone/Ext 864-597-4270)

Carolina Panthers Training Camp

Details: Carolina Panthers Training Camp will be held on campus July 27-Aug. 10. Players will move in Tuesday, July 26. Practices begin July 27 and the campus will receive many visitors. During this time, the Verandah Lot will be closed to students and employees. No parking passes will be required for the campus community during camp. Spectators can park in lots across the street from Jerry Richardson Indoor Stadium. Parking at the stadium will be used for accessibility parking. Twitty Street entrance to campus will be closed during training camp.

Contact: Byron Rucker (Phone/Ext 864-597-5315)

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http://www.wofford.edu/dailyAnnouncements/.

For up-to-date information on campus events, visit the Wofford Campus Calendar.

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Register with the Wofford Emergency Alert System for text and e-mail notifications at:
http://www.wofford.edu/newsroom/emergencyManagement/emergencyAlerts/.
Dear faculty and staff,

The Division of Campus Life and Student Development is beginning the initial planning for the upcoming First 54. The First 54 highlights the first 54 days of the academic year and Wofford’s founding in 1854. This year, the First 54 will start Aug. 31 and wrap up on Oct. 23.

Research indicates that the first six weeks are crucial to a new college student’s experience. Therefore, it is important to get the Class of 2026 engaged in our campus community. Engagement in the Wofford community will allow our first-year students to transition from high school to college, foster meaningful relationships and immerse themselves in new life experiences.

Each year, the student activities team creates a calendar of events hosted by the college’s academic departments, athletics teams, campus offices and student organizations. The First 54 calendar assists faculty, staff and student leaders in planning their events. This cross-campus collaboration will engage students with the campus community and give them the chance to preview a wide variety of events.

A draft of the First 54 calendar can be found at the link provided, First 54 Calendar.

Please complete the First 54 Event Registration if you want your event to be added to the First 54 calendar. Event registration for the First 54 calendar will close on Aug. 22 at noon. Remember to also submit all events to the campus calendar, Official Wofford College Campus Calendar.

While the student activities team wants to help promote your event through this calendar, remember that you oversee all aspects of your event, including room reservations, staffing, set-up, clean-up and any additional marketing. Be sure to complete the Event Registration Form in order to request the reservation of available campus facilities. The Office of Marketing and Communications can assist with promoting your event with posters or other items; simply fill out the Project Request Form.

Before the Class of 2026 arrives in August, First 54 flyers will be distributed in all residence halls and campus buildings.

Thank you for your part in this effort as we work together across campus. Please let me know if you have any questions or if I can help in any way.

Thanks,
Talicia

Talicia Murphy
Director of Student Activities and the Mungo Student Center
She/Her/Hers (What’s this?)

WOFFORD COLLEGE
429 N. Church Street | Spartanburg, SC 29303
Office: (864) 597-4043
Daily Announcements

Thursday, July 14, 2022

Announcements

- The Sophomore Experience
- COVID
- Apply for an Interim 2023 Travel/Study Project - No Deposit Required
- New Mileage Reimbursement Rate Effective July 1, 2022
- Fitness Course Instructors
- Volunteer For Carolina Panthers Training Camp
- Employee Wellness Screening
- FREE Books
- Interest Fair Registration
- First 54

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**Contact:** Lee Smith (Phone/Ext 864-597-4264)

COVID-19

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**Contact:** [International Programs](#) (Phone/Ext 864-597-4430)

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**Contact:** Lani Foster (Phone/Ext 864-597-4223)

Fitness Course Instructors

**Details:** If you are interested in leading a fitness class this upcoming academic year, please use the provided link to fill out the interest form!

**Link:** [Fitness Center Instructor Interest](#)

**Contact:** Tyrus Peoples (Phone/Ext 803-445-6115)

Volunteer For Carolina Panthers Training Camp

**Details:** Volunteer for the Carolina Panthers Back Together Saturday event at Gibbs Stadium on July 30, 5-9 p.m. See link below for more details and registration.

**Link:** [Carolina Panthers Training Camp Volunteer Sign Up](#)

**Contact:** Byron Rucker (Phone/Ext 864-597-5315)

Employee Wellness Screening

**Details:** Employee Wellness Screening is scheduled for Aug.17-19 and again Sept. 14-16. Please use the SignUp Genius link below to reserve your appointment. Times available are from 7-10:10 a.m. All screenings will be held in the Roger Milliken Science Center, Room 224. Please do not come to the Wellness Center.

**Link:** [Sign Up for Employee Screenings](#)

**Contact:** Lisa M Lefebvre (Phone/Ext 864-597-4370)

FREE Books

**Details:** Campus Life/Student Development has been cleaning out. So we have lots of books FREE for the taking. Come by and help yourself. Location: Mungo Student Center (2nd floor hallway).

**Contact:** Beth Clardy (Phone/Ext 864-597-4040)

Interest Fair Registration
Details: The Student Involvement Interest Fair will be held on Sept. 6 from 5-7 p.m. and the Fraternity and Sorority Life Interest Fair will be held on Sept. 8 from 5-7 p.m. If your organization, group, or office would like to participate, please complete the registration form. Registration will close on Aug. 15 at 5 p.m.

Link: Interest Fair Registration
Contact: Talicia Murphy (Phone/Ext 864-597-4043)

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Link: First 54 Event Submission Form
Contact: Talicia Murphy (Phone/Ext 864-597-4043)

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Memorandum
To: Wofford Students; Wofford Staff and Faculty
From: Mary Carman Jordan, Director of Admission Events
Date: July 14, 2022
Re: Admission Parking Lot

The Office of Admission will host a community college planning event on Friday, July 15. The Admission Parking Lot will be used for visitor parking. Reserved spaces will have signs.

We appreciate our campus community respecting these reserved spaces for our guests. The lot should be cleared after lunchtime.
From: Rave Alert wofford@getrave.com
Subject: Wofford College Alert! BEAR ALERT. A large black bear has been reported roaming on campus. Stay away from this animal if spotted. Notify Campus Safety if seen.
Date: July 16, 2022 at 11:31 AM
To: stonerp@wofford.edu

CAUTION: This email originated from outside of the Wofford College email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Wofford College Alert! BEAR ALERT. A large black bear has been spotted by numerous persons on campus. If you see this animal, DO NOT APPROACH. CONTACT CAMPUS SAFETY.]
Daily Announcements

Monday, July 18, 2022

Upcoming Events

- THE TANGLE 7/22 performance tickets

Announcements

- The Sophomore Experience
- COVID
- Apply for an Interim 2023 Travel/Study Project - No Deposit Required
- Carolina Panthers Training Camp
- Fitness Course Instructors
- Volunteer For Carolina Panthers Training Camp
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Upcoming Events

THE TANGLE 7/22 performance tickets

Date/Time: 2022-07-22 02:00 PM
Location: College Club - Black Box Theatre
Location: Sallenger Sisters Black Box Theatre  
Cost:  
Details: The Tangle is a 20 minute live theatrical dance experience that aims to bring awareness to the vast challenges of the human journey by bridging the arts and mental health education. The show will be in the Sallenger Sisters Black Box Theatre and seating is very limited. Performances are on Friday, July 22 at 2 p.m. and 7:30 p.m. The project is sponsored by a Wofford College Faculty/Student Collaborative Research Grant.  
Link: Click here to request a ticket.  
Contact: Prof. Maya Michele Fein (Phone/Ext 864-597-4187)

Announcements

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Memorandum
To: Wofford Students; Wofford Staff and Faculty
From: Roberta Hurley, Senior VP for Administration and Secretary to the Board of Trustees
Date: July 18, 2022
Re: Director of Campus Safety

Dwayne Harris ’86 has accepted the position of director of Campus Safety. He has worked with Campus Safety since 2000 and has served as the office’s interim director since April.

During his tenure as interim director, Harris has successfully filled multiple vacancies, enhanced relationships with partnering agencies and provided positive leadership. He has long been a popular figure on campus while providing a listening ear and being a sought-after go-to person for students, faculty, staff and parents. His sense of humor is often on display, even when he’s writing tickets.

Harris and his wife, Priscilla Jackson-Harris ’87, have seven children, including a Wofford graduate and a current student.

Harris graduated from Wofford with a degree in economics.
Daily Announcements

Thursday, July 21, 2022

Upcoming Events

- THE TANGLE July 22 performance tickets
- Spartanburg's Traveling Flea Market -- Volunteers Needed!

Announcements

- The Sophomore Experience
- COVID
- Apply for an Interim 2023 Travel/Study Project - No Deposit Required
- New Mileage Reimbursement Rate Effective July 1, 2022
- Carolina Panthers Training Camp
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- Wofford Football - Work Study Opportunity
- Crosswalk replacement in front of Burwell Building

Upcoming Events

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College Faculty/Student Collaborative Research Grant.

**Link:** Click here to request a ticket.
**Contact:** Prof. Maya Michele Fein (Phone/Ext 864-597-4187)

Spartanburg's Traveling Flea Market -- Volunteers Needed!

**Date/Time:** 2022-07-23 12:00 AM  
**Location:** Arcadia United Methodist Church (377 Arcadia St.)  
**Details:** We are excited to announce that the second stop of Spartanburg’s Traveling Flea Market is Arcadia! Wofford students and neighborhood volunteers will be sorting donations all week and setting up for Saturday. If you are available any day this week to help us organize the donations and/or if you are available on Saturday to help at a booth, please let us know ASAP! This is a great service opportunity, and we’ll be happy to talk more with you about potential community-based opportunities that might interest you for the upcoming school year.

**Contact:** Alysa M. Handelsman (Phone/Ext 864-804-4825)

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Link: First 54 Event Submission Form
Contact: Talicia Murphy (Phone/Ext 864-597-4043)

Wofford Football - Work Study Opportunity

Details: Wofford Football is looking for highly motivated students who have an interest working in college football and want to gain professional experience. We are seeking the following: Work Study Student Assistant Coaches/Equipment/Video. These positions will be working with a staff that has 100+ years of combined experience who are energetic, innovative, and passionate. Interested students please send a letter of interest to Kaleb Daws via email at dawska@wofford.edu
Contact: Kaleb Daws (Phone/Ext 864-597-4095)

Crosswalk replacement in front of Burwell Building

Details: Wofford Campus Drive entrance at North Church St. will be closed Monday through Friday, July 25-29 to replace the crosswalk in front of Burwell Building. Access to the Admission parking lot will be from Memorial Drive.
Contact: Stewart Winslow (Phone/Ext 864-680-5016)

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For up-to-date information on campus events, visit the Wofford Campus Calendar.
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Register with the Wofford Emergency Alert System for text and e-mail notifications at: http://www.wofford.edu/newsroom/emergencyManagement/emergencyAlerts/.
Memorandum
To: Wofford Staff and Faculty
From: Office of Residence Life
Re: Fall Early Arrivals
Date: July 22, 2022

As the new academic year and the return of our students to campus approaches, we want to provide you with important information regarding move-in and early move-in for groups faculty and/or staff may advise. First-year students will arrive on Saturday, Aug. 27 and our returning students will arrive beginning on Monday, Aug. 29.

Experience tells us, however, that many of our students have pre-season training, opportunities for community engagement, professional development, and other commitments that bring them to campus before our official move-in days. The Office of Residence Life works diligently to support students and colleagues with housing for their early arrival needs each fall. This year our ability to grant early arrival requests is again limited due to the shifting campus calendar, residence hall renovations and the summer camps schedule.

Because of these factors outside of our control, at least 60% of our beds on-campus will be unavailable until later in August. Therefore:

**Early Arrival Groups**
Groups requesting early arrival will not be able to access campus housing until Wednesday, Aug. 24. **Group advisors/staff leaders should submit requests for early arrival by emailing reslife@wofford.edu before Wednesday, July 27.** These requests should include the full roster of early arriving students.

**Individual Early Arrivals**
Individual returning students needing to return prior to upper-class move-in will not be able to do so before Aug. 29. An early arrival request form will be available on the Housing Portal beginning next week. All individual requests for early arrival must be submitted through that form by Friday, Aug. 19.

As a reminder, all early arrival requests will still need to be submitted to the Office of Residence Life for approval.

It is always our goal to support our students and the many outstanding programs offered here at Wofford. We also understand that we must plan with reality in mind. The time, energy, and labor required by our Facilities, Housekeeping, and Residence Life teams to turn over more than 1,000 beds before Aug. 24 is already a herculean task. We appreciate your understanding.
From: Filler, Angela N FillerAN@wofford.edu
Subject: Wofford College Daily Announcements for Monday, July 25, 2022
Date: July 25, 2022 at 8:41 AM
To: Wofford Staff and Faculty WoffordStaff@Wofford.Edu, Wofford Students WoffordStudents@Wofford.Edu

Daily Announcements
Monday, July 25, 2022

Announcements

- The Sophomore Experience
- COVID
- Apply for an Interim 2023 Travel/Study Project - No Deposit Required
- Carolina Panthers Training Camp
- Fitness Course Instructors
- Employee Wellness Screening
- Interest Fair Registration
- First 54
- Crosswalk replacement in front of Burwell Building
- New Facility Maintenance Request System

The Sophomore Experience

Details: The Career Center is offering "The Sophomore Experience" for rising sophomores on Aug. 28 (5-9 p.m.) and Aug. 29 (8 a.m.-9 p.m.). Participants will receive guidance on choosing a major, LinkedIn and networking strategies, internship preparation, dining etiquette and informational and mock interviews. There will be guest speakers, employer visits and other career development programming. On-campus housing will be provided as well as dinner on Sunday and breakfast, lunch and dinner on Monday. All sophomores can participate. Read more and sign up.

Link: Link to sign up
Contact: Lee Smith (Phone/Ext 864-597-4264)

COVID
Friendly reminder that if you test positive for COVID-19 this summer (whether you are on or off campus), please upload that information to the patient portal on myWofford or email covid@wofford.edu. As we live and work through this pandemic, it is important that our records are accurate and that you can ask questions of our dedicated medical staff. If you have tested positive in the past 30 days, please upload that information and the date of the positive test. The Wellness Center has temporarily moved to the Kilgo-Clinkscales House.

**Contact:** Roberta Hurley (Phone/Ext 864-597-4044)

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### Apply for an Interim 2023 Travel/Study Project - No Deposit Required

**Details:** Want to study abroad this upcoming Interim 2023? The Interim 2023 travel/study projects are accepting applications on a rolling basis until the final deadline on Sept. 18. Visit the link below for a full list of available programs and to start your application. No deposit required to submit your application!

**Link:** [Interim 2023 Travel/Study Project Availability](#)

**Contact:** International Programs (Phone/Ext 864-597-4430)

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### Carolina Panthers Training Camp

**Details:** Carolina Panthers training camp will be held on campus July 27-Aug. 10. Players will move in Tuesday, July 26. Practices begin July 27 and the campus will receive many visitors. During this time, the Verandah Lot will be closed to students and employees. No parking passes will be required for the campus community during camp. Spectators can park in lots across the street from Jerry Richardson Indoor Stadium. Parking at Indoor will be used for accessibility parking. Twitty Street entrance to campus will be closed during training camp.

**Contact:** Byron Rucker (Phone/Ext 864-597-5315)

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### Fitness Course Instructors

**Details:** If you are interested in leading a fitness class this upcoming academic year, please use the provided link to fill out the interest form!

**Link:** [Fitness Center Instructor Interest](#)

**Contact:** Tyrus Peoples (Phone/Ext 803-445-6115)

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### Employee Wellness Screening

**Details:** Employee wellness screening is scheduled for Aug.17-19 and again Sept. 14-16. Please use the SignUp Genius link below to reserve your appointment. Times available are from 7-10:10 a.m. All screenings will be held in the Roger Milliken Science Center, Room 224. Please do not come to the Wellness Center.

**Link:** [Sign Up for Employee Screenings](#)

**Contact:** Lisa M Lefebvre (Phone/Ext 864-597-4370)

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### Interest Fair Registration

**Details:** The Student Involvement Interest Fair will be held on Sept. 6 from 5-7 p.m. and the Fraternity and Sorority Life Interest Fair will be held on Sept. 8 from 5-7 p.m. If your organization, group or office would like to participate, please complete the registration form. Registration will close on Aug. 15 at 5 p.m.

**Link:** [Interest Fair Registration](#)

**Contact:** Talicia Murphy (Phone/Ext 864-597-4043)

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**Contact:** Stewart Winslow (Phone/Ext 864-680-5016)

## New Facility Maintenance Request System

**Details:** The facilities maintenance request system has changed to Brightly. To submit a facilities maintenance request, go to myWofford.edu and click the facilities maintenance request form under the Requests and Proposals section. You will be asked to provide information to identify yourself. Please answer all questions to ensure security and accountability.

**Contact:** Ricky Shehan (Phone/Ext 864-597-4380)

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Daily Announcements

Thursday, July 28, 2022

Announcements

- The Sophomore Experience
- COVID
- Apply for an Interim 2023 Travel/Study Project - No Deposit Required
- New Mileage Reimbursement Rate Effective July 1, 2022
- Fitness Course Instructors
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Link: Interim 2023 Travel/Study Project Availability
Contact: International Programs (Phone/Ext 864-597-4430)

New Mileage Reimbursement Rate Effective July 1, 2022

Details: Effective July 1, 2022, the standard mileage rate for business travel will increase by four cents per mile, to 62.5 cents per mile. The adjusted expense report form to use for reimbursement requests can be found in myWofford > Employee > Business Office Spotlight > Accounts Payable Forms.
Contact: Lani Foster (Phone/Ext 864-597-4223)

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