

General Travel Policy

LODGING

**Note: this document contains excerpts from the policy as well as helpful information. For full reference, always refer to the full Travel Policy.*

X. Lodging

- A. Non-Conference Lodging - Lodging expenses will be reimbursed subject to the maximum amounts shown in the U.S. General Services Administration's Per Diem Rates (CONUS) or the Department of Defense (OCONUS). Receipts are required and must include the address of the hotel, name of the individual occupying the room, the daily room charge, applicable tax, and total charges. The reimbursement rate for lodging and meals is based upon the city where the employee spends the night. Therefore, the address including the zip code of their lodging location must be listed on their expense reimbursement request.
- B. Short-term rentals from services such as Airbnb, Vacation Rental by Owner and others are allowable if the cleaning fees, service fees and other charges do not exceed the applicable CONUS rate. The traveler is responsible for any charges related to damages incurred during their stay. Receipts for these rentals must be from a company that rents the property.
- C. Conference Lodging - Employees attending a conference, seminar, or group meeting where a block of rooms has been negotiated will be reimbursed for room and tax at the conference or group rate. A conference brochure/agenda or other documentation must be attached to the reimbursement request and contain the name of the designated conference and/or overflow hotel(s) and the applicable room rates. The absence of the room rate in the conference brochure/agenda will limit the reimbursement to the CONUS/OCONUS rate.
In the event the employee lodged in a hotel of their choice, the amount of the reimbursement will be limited to the rate of the conference hotel, documented by conference literature, and attached to the expense report. As long as the lodging rate is equal to or less than the conference hotel rate, the reimbursement request does not need to be treated as an exception. In the event the conference materials do not contain a conference-lodging rate, CONUS/OCONUS rates will be applicable.
- D. Sharing A Room – When two employees authorized to travel on University business share a room, each employee should pay for their own lodging and request their own receipt. They are entitled to a combined applicable CONUS or OCONUS lodging rate and this doesn't need to be treated as an exception. If it is not possible to get separate receipts, one employee may

pay the entire amount and claim the expenses. In these instances, the travel claim for both employees must identify the other's name, personnel number and the person incurring the expense will be reimbursed.

E. Hotel Fees - Early departure, late check-out and other hotel fees will be reimbursed, provided an explanation and a receipt are obtained. Resort fees will be reimbursed if the hotel is the conference lodging.

F. Travel Packages - The University will reimburse employees when a travel package (airfare, lodging and rental car) is purchased to obtain the best overall cost for a trip. The package, however, must not contain any expenses not allowed by fiscal policy, including first-class airfare, or lodging that exceeds the per diem for the location of travel. The receipt must provide an itemization of each expense and the class of airfare must be documented. Reimbursement will not be made without itemization of each expense.

III. Reimbursement

D. Rates - Reimbursement per diem amounts (meals, lodging, and mileage) can be found in the General Reimbursement Rate Schedule section of the Comprehensive Travel Regulations of the State of Tennessee.

Reimbursement of expenses incurred while on University business is subject to the limitations in this policy. The limits do not indicate the amounts that should be spent but provide maximum amounts that can be reimbursed.

G. Personal Travel Combined with Business Travel - When a stay at a business location is extended either prior to or after the business mission for personal reasons, the entire airfare may be reimbursed. Other expenses incurred during the personal portion of the stay such as meals, lodging and other transportation are not reimbursable and the traveler should exercise care not to seek reimbursement for these. If any destinations not pertaining to official University business are included on the airline ticket, the traveler must provide a quote in accordance with the Comparison Quotes section of this policy and they will be reimbursed the lower of the quote or their actual expenses.

V. Registration Fees

B. Packages that Include Multiple Items – In some instances, a package may include a grouping of items such as a retreat that includes lodging, meals and workshops as a single registration price. In these instances the following criteria must be met before a package can be purchased

A. The lodging and meals must be part of a package and listed in the registration materials.

- B. The payment must be to the vendor who is collecting the registration fee.
- C. The items must be directly related to the official purpose of the conference. Extra fees for golf outings, historical tours, sporting events and similar items are not reimbursable

VI. International Travel

- A. Rates - Reimbursement rates for lodging, meals, mileage, and incidentals will be in accordance with the Federal rates (OCONUS) for the city and country for all international travel.

XIV. Team Travel and all Other Group Travel

- D. Travel
 - A. Actual lodging expenses (unless reduced by department) will be reimbursed. Documentation must be maintained in the Athletic Department, or other appropriate department or office, indicating that various cost alternatives have been explored before making all arrangements and reservations

XV. Student Recruits

- B. Lodging in University facilities should be arranged, if space is available. If University space is not available, arrangements may be made for lodging in local motels/hotels, and, with the approval of the Athletic Director, may be charged to the Athletic Department.

XIX. ETSU Travel Rates

Per Diem Rates for Travel in Continental U.S.

- A. Lodging and Meal Allowances – The maximum allowances for both lodging and meals will be in accordance with the rates published by the U.S. General Services Administration (CONUS). The lodging and meal per diem will be determined by the CONUS/OCONUS rate for hotel address, “where you lay your head”, not the meeting destination.

Per Diem Rates for Travel Outside the Continental U.S. The maximum allowances for both lodging and meals will be in accordance with the rates published by the Department of Defense (OCONUS).