

**Policy Title:** General Travel

**Policy Type:** Finance/Administration

**New/revised:** Revised

**Old Policy #:** FP-7 and 4:03:03:00

**Approval level:**  Board of Trustees  
 President  
 Vice President  
 Other (specify here)

**Purpose:** The following policy applies to the travel of all employees of the University in the performance of their official duties. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at University expense. Departments may adopt more restrictive policies than those included in this document. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with this policy and any approved exceptions hereto.

Procurement cards may be used for the payment of registration fees and required advance payments for airline. Procurement cards may not be used for expenses incurred during actual travel time except in instances of team/group travel.

This policy and specific reimbursement rates for travel expenses allowed under this policy shall be consistent with those of the Comprehensive Travel Regulations of the State of Tennessee. Current reimbursement rates can be found in [the Travel Rate Schedule Section XIII of this policy](#).

All travel must be consistent with the educational, research, and professional needs of the University. Employees must conduct all travel with integrity, in compliance with applicable laws, policies, and procedures, and in a manner that excludes considerations of personal advantage. Employees must exercise good judgment and conduct all aspects of travel in a cost-efficient manner.

**Policy:**

**I. General Provisions**

- A. No authorization for travel by an employee shall be granted, and no reimbursement for travel expenses shall be made, except in accordance with the provisions of these policies and procedures. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance by the appropriate approving authorities.
- B. Travel which may be authorized, and pursuant to which expenses may be reimbursed, shall be limited to the following:
  - 1. Travel which is necessary for the proper execution of official University business, or in justifiable pursuit of the University's educational and research objectives; or
  - 2. Travel to meetings and conferences of a professional nature which will increase the attending employee's usefulness to the University.
- C. Travel shall not include, and no reimbursement for expenses shall be made for, transportation in connection with an employee's official station of employment. The employee's "official station" is his or her regular area of employment activity, e.g., campus, or designated location of an employee

established in the field.

1. The official station of an employee shall be designated by the appointing authority.
  2. It is normally expected that the official station is that location at which the employee spends greater than 50% of his or her working time.
  3. For an employee required to be on call (as determined by his or her job description), either overnight or on weekends, the official station of the employee while on call becomes his or her residence, or the location at which the employee receives the call.
  4. Reimbursable mileage begins at the location at which the employee receives the call.
- D. The employee is considered to be on official travel status, and as such, eligible for reimbursement of travel expenses, at the time of departure from the employee's official station or residence, whichever is applicable, for the purpose of traveling on University business.
1. Expenses for meals and lodging will be allowed when overnight travel or occasional excessive hours of work are required outside the county of the employee's official station of residence.
  2. En route lodging will be allowed for only one day each way on trips of long duration.
  3. Expenses for lodging will only be allowed in cases where the approved and most direct or expeditious mode of travel will require more than ten (10) hours of continuous travel for trips of long duration.
  4. The lodging expense will not be considered en route lodging if it does not add an additional day of lodging expense.
  5. For example: An employee has a 9:00 a.m. meeting in Atlanta. Assume the employee needs to work a full day prior to the trip. It would be less expensive and more convenient to drive rather than fly. The employee leaves the night before and drives to within two hours of Atlanta. Then the employee spends the night, continues the drive the next morning and arrives for the 9:00 a.m. meeting. This will be reimbursed but is not considered en route lodging as it did not add an additional day of lodging expense to the normal travel expenses.
- E. The limitations on travel expenses contained herein are maximum amounts above which reimbursement will not be made. Employees are expected to be as conservative as possible in incurring travel expenses.
- F. Reimbursement for travel expenses shall only be allowed for actual expenses incurred, subject to the maximum limitations cited in [the Travel Rate Schedule Section XIII, Travel Rates](#).
1. Receipts must accompany claims for reimbursement for all expenses exceeding the amount cited [on Travel Rate Schedule in Section XIII, Travel Rates](#).
  2. Receipts are not required for meals, taxi fares, tolls, and ferry fees.
  3. Lodging receipts are required and must itemize room charges and taxes. No expenses shall be reimbursed until after travel has been completed.
- G. Internet travel sites such as Expedia, Travelocity or Kayak can be utilized to purchase single travel services such as an airline ticket. Internet travel sites cannot be used to

purchase a package or one or more travel services. Purchases of travel packages that combine services such as lodging, airline, or vehicle rentals are not allowed. These package deals do not usually provide sufficient itemized pricing for each service purchased and therefore do not allow for proper comparison to CONUS or conference rates as required by policy.

H. Procurement cards may be used for travel expenses for team/group travel as approved by the procurement card administrator.

## II. Authorization of Travel

A. **Approving Authorities** - The President or President's designees shall have authority to approve travel by employees of the University. Authorization for travel by a student, regardless of the destination, shall be approved by the President or their designee.

A-B. **Traveler's signature** – All employees/travelers must personally sign the travel authorization request.

B-C. **In-State Travel** - All employees must obtain prior authorization for in-state travel by the employee's appropriate approving authority. Written authorization may not be necessary for in-state travel where the expected expenses will not be substantial, or when there is no advance notice of the circumstances necessitating the travel, and such travel is approved orally by the appropriate approving authority. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel.

D. **Out-of-State Travel** - All employees must obtain prior written authorization for out-of-state travel, which must be approved by the employee's appropriate approving authority. The authorization must show the name of the person traveling, purpose of the trip, destinations, date of departure and return, mode of transportation, estimated expenses, and availability of funds. If, in the normal course of official business, the employee must routinely travel into another state and back in the same day, such travel will be considered in-state travel and shall be subject to the in-state travel provisions. This exception applies for trips which do not exceed 50 miles into another state. Employees whose employment requires frequent out-of-state travel may obtain blanket authorization in writing for such travel.

E. **Canada Travel** - Authorization for travel by an employee to Canada shall be approved by the President for employees of institutions.

D-F. **Alaska, Hawaii and Out-of-Country/International Travel** - Authorization for travel by an employee to Alaska, Hawaii, and all out-of-country/international travel shall be subject to approval by the President. Authorization for travel to Alaska, Hawaii, and all out-of-country/international travel by the President shall be subject to approval by the Chair of the Board of Trustees. Requests for authorizations should reach the President's Office fourteen (14) days before the date approval is needed.

G. **Personal Leave** – If personal days are taken at the beginning or at the end of a trip, these days must be included on the travel authorization request and noted in the comment section that these are personal days.

E-H. **Athletics Travel** - All athletics travel, including recruitment, conferences and meetings etc., will require a travel authorization request for each trip taken.

## III. Transportation

A. **General** - All travel must be by the most direct or expeditious route possible and any employee who travels by indirect route must bear any extra expense occasioned thereby. When work is performed by an employee en route to or from the official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven in performing the work in route to or from the official station. For example, if an employee normally commutes 10 miles (20 miles round trip), and performs work on the way home

from the official station which results in 12 miles driven, the mileage reimbursement will be for 2 miles only, as that is the amount of mileage in excess of the employee's normal commute. In no instance shall mileage claimed for reimbursement exceed actual miles traveled.

- B. **Mode of Transportation** - Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical. The use of air travel is recommended when time is an important factor or when the trip is so long that other methods of travel would increase the subsistence expense. Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled or to reduce expenses when two or more employees are making the trip. Employees who have approval to drive rather than fly on long trips will be reimbursed for two day's meals and one day's lodging in route to the destination and similarly on return to campus. Reimbursement for personal vehicle use may be claimed at the lesser of the standard mileage rate or comparable cost of commercial transportation including taxi fares and/or limousine charges.
- C. **Common Carrier Travel** - When travel is by common carrier, the fare must not exceed the standard coach fare charged the general public, and advantage must be taken of round trip rates when available. The employee's copy of the ticket, or an acceptable itemized receipt, must be submitted for reimbursement of common carrier expenses. Baggage Fees will be allowed when necessary. A receipt is required for reimbursement. Charges for trip insurance are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance, and therefore will not reimburse for insurance purchases made for trips. Airfare charges such as seat selection, priority boarding, comfort seats and upgrades are not reimbursable.
- D. **Chartered Aircraft** - Generally, faculty and staff (including group travel and athletics) whose duties require travel will use commercial ground and air carriers or a University vehicle. However, a chartered aircraft may be used if time and/or distance preclude ground travel or if a commercial air service is either unavailable or does not meet the needs of the traveler(s). The following guidelines apply:
1. Chief Financial Officer will be responsible for:
    - i. reviewing and approving requests for charter air services,
    - ii. scheduling charter flights, and
    - iii. informing those who request charter flights of the charter company's policy on canceling scheduled flights.
  2. Charter services will be obtained only when it can be shown that the charter does not exceed the sum of all traveling costs by commercial carrier (e.g. transportation, meals, and lodging) or that circumstances necessitate travel when no other means is available.
  3. The charter company must provide the institution with an original, itemized invoice showing the beginning and ending dates of the charter, the origin and destination of each flight, and the names of passengers on each flight.
- IV. **Travel by Automobile**
- A. **Automobile Travel** - When travel by personal vehicle is appropriate, employees may use state-owned vehicles whenever available and feasible. However, state-owned vehicles should be used only on official business.
1. National/Enterprise Rental Cars – The University operates under a state contract for the use of National/Enterprise which is to be used for most travel. Employees must be registered as an Emerald Club member in order to rent a vehicle. Approved individuals may also have approval to have the rental car

direct billed to the University. Cars may be rented using the State of Tennessee specialized website at [www.enterprise-carshare.com/tennessee](http://www.enterprise-carshare.com/tennessee). The contract with National/Enterprise provides all required insurance coverage so all insurance should be declined when renting a vehicle as it will not be reimbursed. When submitting the National/Enterprise invoice in eBucs, the approved travel authorization must be uploaded along with the invoice.

2. State-Owned Automobiles - When transportation is by a state-owned vehicle, all necessary repair bills, tolls, parking, gasoline and storage expenses are allowable. When using motor pool vehicles, employees will be furnished with courtesy cards for purchase of gasoline, oil, and other vehicle services, and such expenses should not be claimed by employees as travel expenses. Emergency out-of-pocket expenses, such as towing or emergency repairs, will be reimbursed but must be accompanied by proper receipt identifying the vehicle and itemizing the services. Such expenditures must be of an emergency nature where immediate service is required and access to a state facility is not possible. Major repairs should be approved by campus officials prior to work being performed. Such expenditures are allowed but should be filed or reimbursement separately.
3. Personally-Owned Automobiles - Use of a personally-owned vehicle must be authorized. The minimum mileage that can be driven for personal purposes without using the Enterprise Trip Optimizer is 250 miles per day. This will enable faculty/staff to include trips to Knoxville and other locations within a 125 mile radius to use their personal vehicles and be reimbursed without using the calculations of the trip optimizer. The trip optimizer function of the National/Enterprise website should be used to determine if the use of a personal vehicle is cheaper than the anticipated cost of a rental car. When using a personal vehicle when the trip optimizer indicates the use of a rental vehicle will be at less cost, reimbursement for the personal vehicle will be limited to the amount shown by the trip optimizer. A copy of the trip optimizer calculations must be included with all travel claims where personal mileage is being claimed. When travel by personal vehicle is shown to be less mileage reimbursement rates are provided on [Section XIII, Travel Rates, Travel Rate Schedule](#). When using the trip optimizer, pickup and drop off times may be utilized when determining the number of days for a rental. For example, on a one day trip to Nashville where the employee is required to be in Nashville at 9 a.m. for a meeting that is expected to last until 4 p.m., this would require an Enterprise vehicle to be picked up the day before the trip and returned the day after the trip due to hours of the Enterprise location. Since this would require a three-day rental for a one-day trip, the three (3) days may also be used for the trip optimizer when computing the savings and determining what the reimbursement rate would be if the decision was made to drive a personal vehicle. The authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items. Employees may use reputable websites to determine point-to-point and/or vicinity mileage. Commuter Mileage procedures for calculating mileage are based on the fact that the State is prohibited from reimbursing employees for normal commuting mileage. If an employee begins or ends a trip at his/her official station, reimbursable mileage will be the mileage from the official station to the destination. If work is performed by an employee in route to or from his/her official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven. If

an employee begins or ends his/her trip at his/her residence without stopping at his/her official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to his/her destination or his/her official station to the destination. On weekends and holidays, the employee may typically be reimbursed for actual mileage from his/her residence to the destination. If an employee travels between destinations without returning to his/her official station or his/her residence, reimbursable mileage is the actual mileage between those destinations. When personal automobile is used by the employee for convenience on a work related trip, a more comprehensive review of all costs of flying versus driving must be considered and employee/traveler must submit supporting documentation to substantiate the claim for mileage; the lowest expense, automobile mileage vs airfare, will be reimbursed.

4. The travel claim must indicate the employee's itinerary and must show the official business mileage. Business mileage as indicated in the Rand-McNally or reputable websites for out-of-state routes will be as official. Vicinity mileage must be reported on a separate line and not included with point-to-point mileage. Only mileage while on official business may be claimed.
- B. **Airport and Hotel Parking** – Necessary charges for hotel and airport parking will be allowed. A receipt is required if the fee exceeds the maximum indicated in the Travel Rate Schedule-Section XIII, Travel Rates.
  - C. **Limousine and Taxi Services** - When travel is by common carrier, reasonable limousine and taxi fares will be allowed for necessary transportation. Bus or limousine service to and from airports will be used when available and practical. After arrival at destination, necessary taxi fares for traveling between hotel or lodging and meeting or conference will be allowed. Personal taxi expenses such as shopping, meals or entertainment will not be reimbursed. –No receipt is required for reimbursement of reasonable taxi fares.
  - D. **Car Rentals at Destination** - Charges for vehicle rental shall be allowed whenever it is more economical than alternative methods of transportation or it is the only practical means of transportation. When renting a vehicle at the destination, the National/Enterprise contract must be used using the State of Tennessee specialized website at [www.enterprise-carshare.com/tennessee](http://www.enterprise-carshare.com/tennessee). This contract includes all necessary insurance coverage's so all insurance should be declined when making the reservation. If not direct billed to the University, an itemized receipt must be submitted for reimbursement. Whenever possible, employees should refuel before returning vehicles to the rental agency. If an agency other than National/Enterprise is used, evidence must be provided that the cost was less or reimbursement will be limited to amounts per the National/Enterprise contract. If a car was rented at destination, evidence must be provided that the cost was the most economical option.
  - E. **Tolls and Ferry Fees** - Reasonable tolls and ferry fees will be allowed when necessary. No receipt is required for reimbursement of tolls and ferry fees.
  - F. **Daily Parking Fees** - Daily parking fees for those employees working in downtown offices will not be allowed. However, if an employee is required to leave his or her office on state business and later returns, the actual additional charge required to park will be reimbursed up to the maximum indicated on the Travel Rate Schedule-Section XIII, Travel Rates. Also, those employees required to utilize commercial parking facilities in the daily performance of duties, or while on travel status will be allowed reimbursement for actual costs up to the maximum indicated per day. A receipt is required if the fee exceeds the maximum indicated in the Travel Rate Schedule-Section XIII, Travel Rates.

- G. Unnecessary meals and lodging expenses which are occasioned by the use of an automobile for reasons of the employee's personal convenience, or which are due to travel by an indirect route, will not be allowed.
- H. If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier including related parking expenses.

#### V. Lodging

- A. **In-State Lodging** - Lodging expenses incurred within the state while on authorized travel will be reimbursable to the maximum stated in [Travel Rate Schedule Section XIII, Travel Rates](#).
- B. **Out-of-State Lodging** - Lodging expenses incurred out of the state while on authorized travel will be reimbursable to a maximum stated in [Travel Rate Schedule Section XIII, Travel Rates](#). The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U.S. General Services Administration for federal employees within the continental United States (CONUS). The CONUS list, ~~available on the General Services Administration web site~~, contains a standard reimbursement rate for lodging and meals and incidentals, and several pages of exceptions. Most destinations for out-of-state travel fall within the list of exceptions. En route lodging will be allowed for only one day each way on trips of long duration. En route lodging will only be allowed in cases where the approved and most direct or expeditious mode of travel will require more than ten (10) hours of continuous travel.
- C. **Out of Country Lodging** – Lodging expenses incurred while out of country will be reimbursed ~~at actual expenses with receipts~~ to the maximum stated in Section XIII, Travel Rates.
- D. **Lodging-Related Taxes** – Sales taxes on lodging costs will be reimbursable.
- E. **Additional Lodging Expenses** –
  - 1. Convention or Conference Lodging - Higher rates for lodging at the location of a convention or conference will be allowed, without special approval, up to the amount indicated in the convention or conference brochure or conference website. A printed copy of the online information is to be submitted with the claim for reimbursement.
  - 2. President Lodging - Additional lodging for the President will be approved on the same basis as approval is granted for other employees. Any exceptions must be approved by the Chair of the Board of Trustees.
- F. The convention or conference brochure which indicates the lodging rates must be included with the travel claim. Otherwise, reimbursement will be limited to the applicable lodging rate as provided in these regulations.
- G. **Shared Lodging** - In the event of double occupancy for University employees on official travel, both employees should attach an explanation to his or her travel claim detailing dates and other employees with whom the room was shared. The lodging cost may be claimed by the employee who incurred the cost, or one half the double occupancy charges may be allowable for each employee. If a room is shared with other than a University employee, actual cost subject to the maximum in [Travel Rate Schedule Section XIII, Travel Rates](#), will be allowed. The receipt for the entire amount should be submitted with each travel expense claim.

#### VI. Meals and Incidental Expenses

- A. **In-State and Out-of-State Meals** - While on authorized travel, actual expenses not to exceed maximum stated in [the Travel Rate Schedule Section XIII, Travel Rates](#), per day will be allowed for meals. The maximum per diem rates include a fixed allowance for meals and for incidental expenses (M&I). The M&I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. Incidentals are intended to include miscellaneous costs associated with travel such

as tips for baggage handling, phone calls home, ~~taxis~~, etc.

- B. The M&I rates for out-of-state travel are available on the CONUS web site. As with lodging, there is a standard rate for the continental United States, and a list of exceptions. Reimbursement for meals and incidentals for the day of departure shall be three-fourths of the appropriate M&I rate prescribed for the lodging location. Reimbursement for M&I for the day of return shall be three-fourths of the M&I rate applicable to the preceding calendar day.
- C. The breakdown of meal (breakfast, lunch and dinner) and incidental expenses is available on the CONUS web site.
- D. **Reimbursement for meals will not be permitted when overnight travel is not involved.**

~~E. Out of Country/International Meals - Out of Country/International meals are reimbursed at actual expense with itemized receipts. If no receipts are provided, the maximum rate will be the maximum CONUS rate for Out of State travel.~~

~~F.E. The CONUS rates currently range from \$51 to \$74 so the out of country/international rate is \$74, reimbursable to the maximum stated in Section XIII, Travel Rates.~~

~~G.F. Official Banquets - When the expenses for an official banquet of a meeting or conference are in excess of the above limits, the excess will be allowed provided a receipt or other documentation of the charge is submitted.~~

~~H.G. Business Meals - See ETSU Policy on Business Meals for criteria on reimbursing business meals.~~

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#### VII. Miscellaneous Expenses

- A. **Personal Expenses** - Expenses for entertainment (employees or others), laundry, tips, and gratuities, etc., are personal expenses and will not be reimbursed in excess of the incidental portion of the M&I rate.
- B. **Telephone, Internet and Fax Expenses** - Charges for long distance telephone calls, Internet and/or fax on official business will be allowed provided a statement is furnished showing the date, the name and location called, and the nature of the business. Charges for necessary local calls on official business will be allowed.
- C. **Registration Fees** - Registration fees for approved conferences, conventions, seminars, meetings, etc., will be allowed including cost of official banquets and/or luncheons if authorized in advance by the appropriate approving authority and provided receipts are submitted with the travel claim.
- D. The Procard may be used for payment of conference registrations, workshop registrations and booth/exhibitor fees. The Procard may not be used for CME credits, entertainment, tours, charges for spouse or other family members, banquets and luncheons.
- ~~E. If Procards are not accepted as a form of payment, the registration can be paid by check by completing the Registration Fee Prepayment Request Form and forwarding this on to the Travel Office.~~
- ~~F. Visa Travel Visa expenses are reimbursable if permission is required by the government of the country visiting for business.~~
- ~~G. Passport application fees and photographs are not reimbursable. Passports are personal in nature and are good for ten years. The University views the business related expense as minimal in comparison to the personal benefit.~~

#### VIII. Claims

- A. **Claim Form** - The Travel Claim Form shall be used for reimbursement of expenses. The form must show movement and detail of expenses on a daily basis and be signed by the employee and be approved by the appropriate approving authority prior to reimbursement. All signatures on travel claims must be original or electronic in accordance with TBR-ETSU policy. Where adequate controls have been



implemented to minimize risks associated with travel claim (such as the risk that duplicate claims will be submitted or alterations made to the original claim subsequent to approval by approving authority), travel claims may be submitted for payment electronically via email. Receipts for appropriate expenses must be submitted with the claim for reimbursement. Expenses for books, supplies, postage, and other items that do not constitute actual traveling expenses should not be included in the claim form. Claims for reimbursement for travel expenses should be submitted no later than (30) days after completion of the travel. Any travel claims submitted more than 30 days after the last date of travel will require a justification memo as to why it is being submitted late. The memo must be signed by the traveler and the department head. Any expenses charged to the Procard must be subtracted from the total amount of the claim.

A.B. Personal Leave - If personal days are taken at the beginning or at the end of a trip, these days must be included on the travel claim form.

C. Mileage Only – Claims for reimbursement (mileage only) of multiple local trips may be claimed on the Travel Claim Mileage Only form. This form must list each trip separately. Any travel claims submitted more than 30 days after the last date of travel will require a justification memo as to why it is being submitted late. The memo must be signed by the traveler and the department head.

B.D. Foreign language receipts - To ensure a quicker turnaround of your/the claim, vendor receipts printed in a foreign language must be translated to English before submitting for reimbursement. A helpful tool for doing so is Google Translate.

Fluctuating exchange rates make reimbursement for foreign travel somewhat complex. Hotel and dining bills paid with a credit card will be charged in the foreign country's currency and the credit card company will convert the bill to US dollars. To ensure accurate and fair reimbursement, a copy of the credit card statement in US dollars should be submitted with the request for reimbursement, in addition to the original receipt in the foreign currency. If payment is in cash, a receipt showing the amount spent and items purchased must accompany the claim form. These amounts should be converted to US dollars by using one of the following websites: OANDA Currency Converter or XE Travel Expense Calculator. Each receipt must have USD dollar amount on it.

C.E. eBucs Claim Submission – Once the Travel Claim Form or Travel Claim Mileage Only has been completed, the employee can request reimbursement through eBucs. The Travel Claim Form or the Travel Claim Mileage Only form and all the required receipts will be required as an attachment in eBucs. The only signature required on the Travel Claim Form or on the Travel Claim Mileage Only is the traveler's signature. All other appropriate approvals will be received electronically through eBucs. If the travel claim is for Team/group travel or Study Abroad travel, after it has been submitted into eBucs the original travel claim documents must be sent to Financial Services. The claim will not be processed until the original travel claim documents are in Financial Services.

#### IX. Travel Advances

A. Permanent Travel Advances – When an employee has blanket travel authorization, and is expected to travel the major portion of each month, the employee may be placed upon permanent travel status. Upon determination of the employee's estimated monthly expenses, if such expenses exceed \$100, the employee may be provided with a single advance in an amount sufficient to cover such expenses for one month, provided such amount may not exceed the semi-monthly salary of the employee. Subsequent to the initial advance, the employee shall submit appropriate claims and be

~~reimbursed as heretofore provided, with any unused portion of the advance to be returned upon termination of the employee's permanent travel status.~~

~~B.A.~~ **Temporary Travel Advances** - When temporary travel is authorized for an employee the employee is expected to request reimbursement for their expenses after travel is completed. Travel advances are available only under extraordinary circumstances. The employee must justify the extraordinary circumstances that warrant an advance. As an exception to policy, the employee may receive an advance, provided a request for the advance is submitted to the appropriate approving authority with the Travel Authorization Request. The employee must prepare a Request for Exception for Travel Advance. Exceptions may be granted by the Associate Vice President Administrative Services based upon written request for exception for an advance approved by the Dean or Director. An amount equal to 80% of the estimated expenditures, excluding airfare and registrations if purchased through the Procard or ETSU check, will be allowed as an advance. No advance less than \$100 will be made.

~~C.B.~~ **Student Travel Advances** - Students traveling under individual authorizations or an employee traveling with a student or students who is responsible for disbursing all funds for the trip may be advanced ~~100~~80% of the amount of the authorization, excluding airfare and registrations if purchased through the Procard or ETSU check.

~~D.C.~~ **Payroll Deduction Authorization** - Each employee receiving ~~a permanent or~~ temporary travel advance must sign a payroll deduction authorization which will allow the University to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim. This deduction from payroll will be used as a last resort only in the event all other efforts to collect the advance have failed.

~~E.D.~~ **Expense Claim** - Upon return, the employee should submit a Travel Claim Form or a Travel Claim Mileage Only detailing their actual expenditures within 30 days of the completion of travel. This claim should show the total expenses incurred. The advanced amount should be subtracted from this total. No advance should exceed actual expenses. If the travel advance should exceed actual expenses, the expense claim should be forwarded to the Travel Office showing that the difference has been repaid. Repayment of any or part of an advance must be made to a cashier at the Bursar's Office and the receipt provided to the Travel Office.

~~F.E.~~ **Personal Expenses** - An employee is eligible for reimbursement of travel expenses if the trip was entirely business related. If the trip was primarily for business and, while at the business destination, the employee extends the stay, makes a personal side trip, or had other personal activities, the employee can obtain reimbursement for only the business related travel expenses. These expenses include the travel costs of getting to and from the business destination but do not include additional lodging, parking, and per diem for the days not required for the business travel. Additional days are not considered business related unless they are necessary to provide rest or sleep required for the employee to properly perform their duties.

#### **X. Athletic Travel and all Other Group Travel**

The University recognizes the unique characteristics associated with travel by athletic personnel, teams, and other groups. For purposes of this section, other group travel is defined as a group, traveling as a single unit, that does not consist entirely of University personnel. Generally, other groups are student groups participating in programs or activities of the University; however, on occasions, may include, or consist of, individuals that are not University students. This section addresses practical considerations for, and is applicable only to, travel related specifically to the performance of intercollegiate athletic recruiting, athletic team travel, and other group travel. ETSU shall comply with all pertinent regulations on the National Collegiate Athletic Association (NCAA) and the athletic conference of which

the University is a member.

**A. Athletic Recruiting**

1. Travel Advances are provided consistent with Section IX.A. Temporary travel advances may be provided to staff members engaged in recruiting when such advances are approved by the President or designee.
2. Approval for Travel – The following are subject to prior approval by the President:
  - i. Blanket travel authorization for scouting or recruiting
  - ii. The travel of visitors and guests at University expense for any occasion related to recruiting.
3. Guest Meals – The actual cost of guest meals may be claimed when incurred by a staff member for recruiting purposes. Such claims must be submitted in appropriate detail. Receipts are required.
4. Student Recruits –
  - i. Staff members are responsible for compliance with pertinent NCAA and conference rules regarding student recruits.
  - ii. 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.
  - iii. If available, the use of University dining services should be arranged, and costs may be charged to the Athletic Department. If necessary, staff members will be reimbursed at cost for off-campus meals, with reasonable and customary gratuities allowed. Receipts must accompany claims.
  - iv. Transportation may be arranged through a local travel service and charged to the Athletic Department, with the approval of the Athletic Director.
  - v. Automobile mileage may be reimbursed to a student recruit at the maximum rate allowed under this policy for the use of a personal vehicle.
  - vi. Entertainment expenses may be reimbursed at cost within NCAA and conference rules.

**B. Travel**

1. The President or designee must approve University officials, and guests of the University, who accompany the team or group on trips, in advance.
2. In all cases, transportation will be arranged through established University procedures, and travel itineraries are to be arranged in advance. Documentation must be maintained in the Athletic Department, or other appropriate University department or office, indicating that various cost alternatives have been explored before making all arrangements and reservations.
3. Travel Authorization. A roster of all individuals on a particular trip must be included with the Travel Authorization Request. For study abroad travel, a Travel Authorization Request must be submitted by the faculty member, which includes a roster of all individuals traveling abroad, even if the participants are paying their own expenses. If participants are to receive a travel reimbursement they will need to complete their own travel authorization request.
4. Travel Claim. A team/group roster, signed by all of the participating individuals, must be included with the travel claim for proper accounting and auditing purposes if any cash was received. Students must sign the team/group Travel Roster and Certification, which certifies participation on the trip, date, and the amount of the cash received, if any.

5. A travel advance for athletic team travel, or other group travel, in the amount of one hundred percent (100%) of the estimated trip expenses may be allowed. One (1) person from the Athletic Department, or other appropriate University department or office, who is familiar with the travel regulations will be responsible for the advance and all bills connected with team or group travel.
6. Receipts are required for all team or group travel expenses, consistent with this policy.
7. 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.
8. Miscellaneous expenses, such as movies while on team trips, must be supported by receipts. Telephone calls by staff members for business purposes may be claimed consistent with this policy.
9. Individual meals associated with team or group travel will be reimbursed, consistent with this policy. All team or group meals, (including pre-game and after-game meals for athletic teams) will be reimbursed at actual cost. Gratuities, not to exceed reasonable and customary rates, are allowed. Appropriate documentation and receipts are required.
10. All travel claims and requisitions for team or group travel must be approved, in writing, by the appropriate approving authority.
11. Procards may be used for team/group travel expenses incurred during actual travel time, only as approved by the University Procard administrator.
12. Travel by student groups, or other groups of participants in programs or activities of the University, may be reimbursed under the same provisions as included in Section B. above. A Release of Liability & Hold Harmless agreement is provided by the Office of the University Counsel on their website. A release is not appropriate for travel that is required as part of an academic program.

#### **XI. Visitor Travel**

All terms and conditions of University travel regulations apply to official University visitors, except where specified below. Reimbursement rates apply to visitors. Lodging rates will be based on the in-state or out-of-state location where the lodging occurs. Meals will be presumed to be in-state if travel is to Johnson City, Tennessee, unless a satisfactory explanation is provided.

#### **XII. Exceptions**

**A. General** - The President shall have the authority to grant exceptions to any part or all of the provisions of this policy when deemed appropriate and necessary. Any exception directly affecting the President must be approved by the Chair of the Board of Trustees.

**B. Two (2) areas of standing exceptions to the policy are provided below.**

##### **1. Exception No. 1**

- i. Provisions for travel contained in this Exception No. 1 shall be applicable to the President.
- ii. This exception corresponds with the Dept. of Finance and Administration Special Travel Regulation Three. All provisions of Sections I. through X. of this policy shall be applicable, unless superseded by the following:
  - Transportation: First class travel on common carrier shall be allowable, at the option of the above designated persons, when accompanying others not employed by the State who are traveling in first class accommodations.
  - Charges for automobile rental shall be allowed whenever it is

more economical than alternative methods of transportation or whenever it is the only practical means of transportation.

2. Exception No. 2

- i. Members of the Board of Trustees shall be reimbursed for travel in the performance of their official duties in accordance with applicable provisions of this policy, unless superseded by the following, which corresponds with the Dept. of Business and Finance and Administration Special Travel Regulation Four, provided that necessary approvals shall be made by the President, rather than the Commissioner of Finance and Administration.
- ii. Members of the Board of Trustees shall be reimbursed by the University for all allowable travel expenses upon submission of a standard Travel Expense Claim and appropriate receipts.

XIII. ETSU Travel Rates

A. This section provides the specific expense considerations cited in this policy.

- 1. The reimbursement rates listed below are consistent with the current Dept. of Finance and Administration Policy 8-Comprehensive Travel Regulations, which may be revised from time to time.
- 2. The following shall remain in effect from, and after, October 1, 2017, until revised by the President.
- 3. The Board of Trustees delegates to the President the authority to increase University travel rates, commensurate with any rate increases approved by the State of Tennessee.

B. General Reimbursement Rates

- 1. Standard mileage rate, which is currently \$0.47 per mile. Rate approved in Dept. of Finance and Administration Policy 8-Comprehensive Travel Regulations.
- Maximum parking fee without receipt is eight dollars (\$8.00) per day.
- Fee for handling of equipment or promotional materials is twenty dollars (\$20.00) per hotel.
- 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 meal allowance includes both the allowance for meals plus \$5.00 for incidentals. The CONUS rates applicable for all cities can be found at the U.S General Services Administration web site. 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.
  - b) **Partial Meal Allowances for Day of Departure and Day of Return for Both In-State and Out-of State Travel** – Reimbursement for meals for the day of departure and the day of the return will be 75% of the normal reimbursement rate regardless of the time of departure or return.

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<u>Day of Departure &amp; Return</u>	<u>Maximum Lodging</u>	<u>Maximum Meals &amp; Incidentals</u>
75% of M&I	\$161.00 + tax	\$59.00

Level II Counties and Cities: Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery-

County, Putnam County, Rutherford County, Washington County (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Day of Departure & Return	Maximum Lodging	Maximum Meals & Incidentals
75% of M&I	\$121.00 + tax	\$51.00

Level III Counties and Cities: All other counties and cities not listed above

Day of Departure & Return	Maximum Lodging	Maximum Meals & Incidentals
75% of M&I	\$91.00 + tax	\$51.00

E.D. Standard Out-of-Country Rates: Per Diem Rates for Travel Outside the Continental U.S.

1. The maximum allowances for both lodging and meals will be in accordance with the rates published by the Department of Defense (OCONUS). Reimbursement for meals for the day of departure and the day of return will be 75% of the normal reimbursement rate regardless of the time of departure or return.

Day of Departure & Return	Maximum Lodging	Maximum Meals & Incidentals
Actual expense or 75% of M&I	Actual expense	Actual expense or \$74.00

FE. Special Rates Under Exception No. 1.

This exception applies to ~~members of the Board of Trustees, the President and Board of Trustees members, and University employees traveling in their company.~~ This exception rate schedule corresponds with the Dept. of Finance and Administration Special Travel Regulation Three.

1. Out-of-State Reimbursement Rates - The President and Board of Trustees members are to utilize the CONUS rates provided by the federal government.
2. In-State Travel Reimbursement Rate

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**President and Board of Trustees Member – In-State Travel Reimbursement Rates**

The President and Board of Trustees Member lodging rate of \$103.00 and the standard rate of \$51.00 for meals and incidentals should be used for all in-state locations not listed below.

Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
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Davidson (Nashville) (July and August only)	\$180 \$172	\$59	\$44.25
Shelby (Memphis)	\$127	\$59	\$44.25
Williamson (Brentwood/Franklin)	\$137	\$59	\$44.25
Hamilton (Chattanooga)	\$113	\$64	\$48.00
Knox (Knoxville)	\$108	\$59	\$44.25

Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

Level I Counties and Cities: Davidson County

Day of Departure & Return	Maximum Lodging	Maximum Meals & Incidentals
Actual expense or 75% of M&I	\$166.00 + tax	\$59.00

Level II Counties and Cities: Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Day of Departure & Return	Maximum Lodging	Maximum Meals & Incidentals
75% of M&I	\$126.00 + tax	\$51

Level III Counties and Cities: All other counties and cities not listed above.

Day of Departure & Return	Maximum Lodging	Maximum Meals & Incidentals
75% of M&I	\$96.00 + tax	\$51

G. Special Rates Under Exception No. 2.

This exception applies to members of the Board of Trustees who are reimbursed for travel in the performance of their official duties. This exception rate schedule corresponds with Dept. of Finance and Administration [Special Travel Regulation Three](#).

Out of State Reimbursement Rates

1. Employees are to utilize the [CONUS rates](#) provided by the federal government.
2. The CONUS rates are located on the [U.S. Government's web page](#).
3. Use the CONUS standard rates for all locations within the Continental U.S. not specifically shown on the web page as a listed point.

In State Travel Reimbursement Rates

Level I Counties and Cities: Davidson County

Day of Departure & Return	Maximum Lodging	Maximum Meals & Incidentals
Actual expense or 75% of M&I	\$181.00 + tax	\$59.00

Level II Counties and Cities: Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Day of Departure & Return	Maximum Lodging	Maximum Meals & Incidentals
Actual expense or 75% of M&I	\$141.00 + tax	\$51.00

Level III Counties and Cities: All other counties and cities not listed above.

Day of Departure & Return	Maximum Lodging	Maximum Meals & Incidentals
75% of M&I	\$111.00 + tax	\$51.00

### Related Forms

Travel Authorization Request

<http://www.etsu.edu/bf/fs/documents/travelauthorization.xlsx>

Claim for Travel Expenses

<https://www.etsu.edu/bf/documents/travelclaim.xlsx>

Claim for Mileage Only Travel Expenses

[http://www.etsu.edu/bf/fs/mileage\\_only\\_8-01-11.xls](http://www.etsu.edu/bf/fs/mileage_only_8-01-11.xls)

Registration Fee Prepayment Request Form

<http://www.etsu.edu/bf/documents/registrationprepayment.xls>

Request for Exception for Travel Advance

<http://www.etsu.edu/bf/documents/traveladvance.xlsx>

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### Helpful Links and Websites

Travel Reimbursement Rates

<https://policies.tbr.edu/policies/general-travel#Addendum>

CONUS Rates

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

[eBucs](#)

<https://solutions.sciquest.com/apps/Router/Login?e>

[n?e](#)



3/24/2017 – approved by the Board of Trustees.

