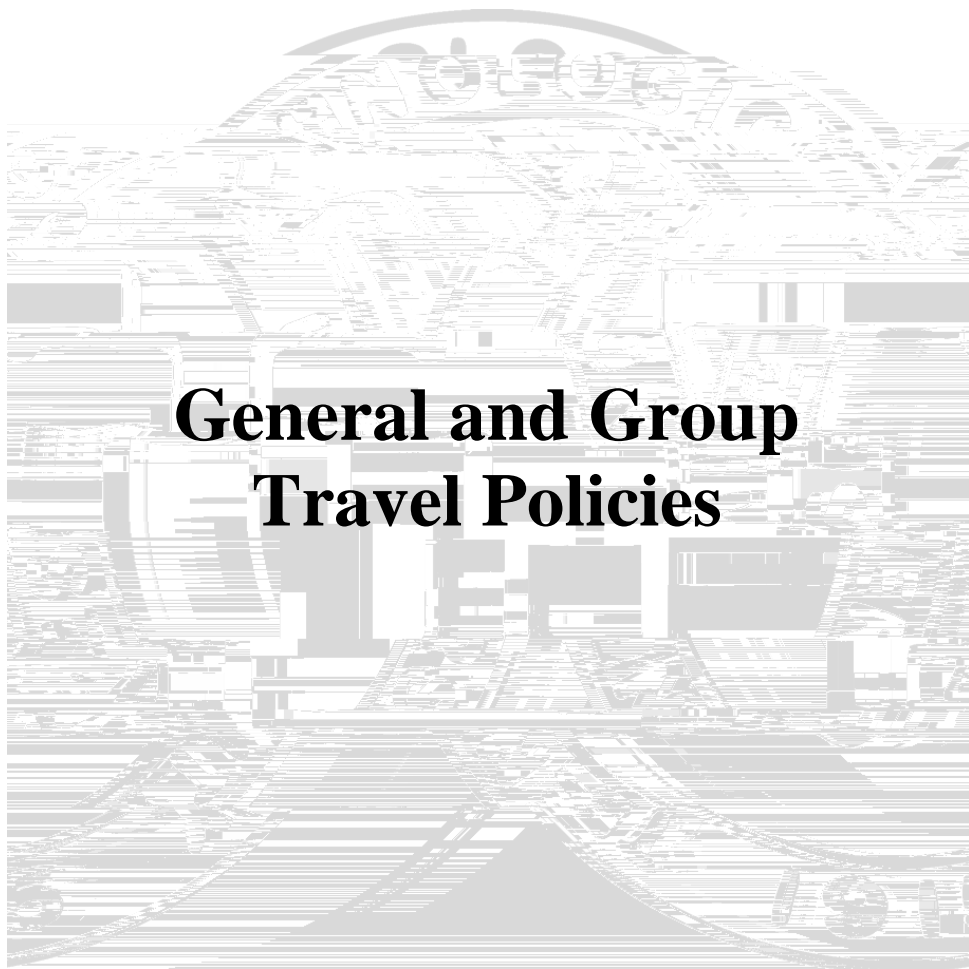


Tennessee Technological University
Policy No. 506



General and Group
Travel Policies

Effective Date: July 1, 2017

Policy No.: 506

Policy Name: General and Group Travel Policies

I. Purpose

This policy sets forth appropriate reimbursement rates and guidelines for all expenses incurred

The employee leaves the night before and drives to within two hours of Atlanta.

B. Authorization of Travel

1. The President or his/her designee shall have authority to approve travel by employees or students of Tennessee Tech. Each employee should consult with his/her _____ or approval procedures.

2. In State Travel

- a.** All employees should obtain prior authorization for in state travel by the employee's appropriate approving authority, except as noted in item b. below. Authorization may be verbal, written, or electronic.
- b.** 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.
- c.** Employees whose employment requires frequent in state travel may obtain blanket authorization in writing for such travel.

3. Out of State Travel

- a.** All employees must obtain prior written authorization for out of state travel, which must be approved by the employee's appropriate approving authority.
- b.** 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.
- c.** 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.
- d.** Employees whose employment requires frequent out-of-state travel may obtain blanket authorization in writing for such travel.

4. All Other Travel

- a.** Authorization for travel by an employee to Alaska, Hawaii, and all out-of-country travel shall be subject to approval by the President (or designee).
- b.** Authorization for travel to Alaska, Hawaii, and all out-of-

C. Transportation

1. General

- a. All travel must be by the most direct or expeditious route possible and any employee who travels by an indirect route must bear any extra expense occasioned thereby.
- b. When work is performed by an employee in 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.

2. Mode of Transportation

- a. Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical.
- b. 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.
- c. 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.
- d.

x. Necessary charges for hotel and airport parking will be allowed.

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a.

- 10.** 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.
- 11.** 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.

4. Receipts for appropriate expenses must be submitted with the claim for reimbursement.
5. Expenses for books, supplies, postage, and other items that do not constitute actual traveling expenses should not be included in the claim form.
6. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel.
7. Complete travel claims and requisitions in accordance with the [Procedures Manual for Completing Travel Claims and Requisitions](#).

H. Travel Advances

- 1.

- b.** An amount equal to 80% of the estimated out of pocket expenditures will be allowed as an advance, however, no advance less than \$100 will be made.
- c.** 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% of the amount of the authorization.

4. Payroll Deduction Authorization

- a.** Each employee receiving a permanent or temporary travel advance for the first time must sign a payroll deduction authorization form which will allow Tennessee Tech to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim.
- b.** This deduction from payroll should be used as a last resort only in the event all other efforts to collect the advance have failed.

5. Expense Claim

- a.** Upon return, the employee should submit an expense claim detailing his/her actual expenditures. This claim should show the total expenses incurred. The advanced amount should be subtracted from this total. The excess expenses will be reimbursed to the employee.
- b.** No advance should exceed actual expenses. If this does happen, however, the excess should be returned by the employee to the business office for deposit as a credit against the original advance with proper distribution being made of the actual expenses incurred.
- c.** In the latter instance, the expense account claim should be forwarded to the business office with notification to file it with the advance request.

6. Non-business Expenses

- a.** You are eligible for reimbursement of travel expenses if your trip was entirely business related.
- b.** If your trip was primarily for business and, while at your business destination, you extended your stay, made a personal side trip, or had other personal activities, you can obtain reimbursement for only your business related travel expenses.
- c.** These expenses include the travel costs of getting to and from your business destination but do not include additional lodging, parking, and per diem for the days not required for the business travel.

- d.** Additional days are not considered business related unless they are necessary to provide rest or sleep required for you to properly perform your duties.

I. Athletic and Other Student Group Travel

1. Athletic Recruiting

- a.** If a staff member has a "courtesy vehicle" due to his/her association with Tennessee Tech, the maximum rate allowed will be the rate allowed under these policies, less the portion of the IRS business standard mileage rate treated as depreciation.
- b.** The following are subject to prior approval by the president or designee:
 - i.** Blanket travel authorization for scouting or recruiting; and
 - ii.** The travel of visitors and guests at institutional expense for any occasion related to recruiting.
 - c.** 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.
- d.** Student Recruits
 - i.** Staff members are responsible for compliance with pertinent NCAA and conference rules regarding student recruits.
 - ii.** Lodging in campus facilities may be arranged if space is available. If campus space is not available, arrangements may be made for lodging in local motels/hotels, and, with the approval of the athletic director or designee, may be charged to the athletic department.
 - iii.** If available, the use of campus 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 or designee. Automobile mileage may be reimbursed to a student recruit at the maximum rate allowed under this policy and procedures for the use of a personal vehicle.
 - v.**

2. Travel

- a. Institution officials and guests of the institution that accompany the team or student groups on trips must be approved in advance by the President or designee.
- b. In all cases, team and group transportation will be arranged through established institutional procedures, and travel itineraries are to be arranged in advance.
 - i. Documentation must be maintained in the athletic or other appropriate departments or offices indicating that various cost alternatives have been explored before making all arrangements and reservations.
 - ii. However, if such arrangements are made by Tennessee Tech's purchasing office, that office should maintain the appropriate documentation.
- c. A roster of all individuals on a particular trip must be included with the itinerary documentation for proper accounting and auditing purposes and filed with the travel claim.
- d. A travel advance in the amount of 100% of the estimated trip expenses may be allowed. One person from the athletic department or coach staff member who is familiar with the travel regulations will be responsible for the advance and all bills connected with team or group travel.
- e. Receipts are required for all team or group travel expenses.
- f. Actual lodging expenses will be reimbursed.
 - i. 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.
 - ii. However, if such arrangements are made by the institution's purchasing office, that office should maintain the appropriate documentation.
- g. Miscellaneous expenses, such as movies while on trips, must be supported by receipts.
- h. Telephone calls by staff members for business purposes may be claimed with documentation
- i. Individual

- i.** Gratuities not to exceed reasonable and customary rates are allowed.
- ii.** Appropriate documentation and receipts are required.
- k.** All travel claim 792 reWI ates are

V. Interpretation

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

VI. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(1)(C); Tennessee Department of Finance and Administration: Policy 8 Comprehensive Travel Regulations

Approved by:

Administrative Council: February 22, 2017

University Assembly: April 4, 2017

Board of Trustees: June 15, 2017