

February 5, 2007

Subject: Fiscal Policy FI0705, Travel, Revision 16, dated January 15, 2007

The University's fiscal policy for [Travel](#) has been updated to reflect the January 15, 2007 changes reported earlier and several other items. Individuals who travel for the University are encouraged to read the entire policy to insure that they are familiar with the guidelines found within the policy. The [reimbursement schedule](#) found on the Treasurer's Office web site provides an overview of the reimbursable expenses.

Some of the changes found in the revised policy are as follows:

1. Effective January 15, 2007:

- The reimbursement rate for use of a personal automobile increased to \$.46 per mile.
- CONUS rates are applicable for travel within the State of Tennessee.
- The standard CONUS rate for Tennessee cities not listed will be \$65 for State and University employees.

2. Section 59. International travel.

Reimbursement rates for lodging, meals, and incidentals will be in accordance with the Federal rates (OCONUS) for the city and country for all international travel. Note: OCONUS rates for lodging include all taxes therefore reimbursements are limited to the OCONUS rates for that city and country.

3. Sections 61, 62 and 63. Conference Lodging

Employees attending official meetings (such as a conference, seminar, or workshop, but not just a meeting of several individuals) will be reimbursed up to the maximum for the official conference-lodging rate. The rate plus applicable taxes will be reimbursed provided the documentation confirming the rate is attached to the Travel Expense Report and the 'Lodging Conference Hotel' expense type is used. In the event the employee stays in an "overflow hotel" or another hotel of the employee's choosing, the amount of reimbursement will be no greater than the official conference-lodging rate plus taxes.

In the event there are multiple conference rates depending upon the type of room or suite identified in the conference materials, the conference lodging rate will be limited to the lowest available conference room or CONUS rate.

In the event the conference materials do not contain a conference-lodging rate, CONUS rates will be applicable.

4. Section 69. Reimbursement for meal when a traveler is in more than one location for any one day.

Daily meal allowances are provided in the [TRAVEL REIMBURSEMENT RATE SCHEDULE](#). The meal allowance will be in accordance with the per diems for locations of travel. In the event of multiple cities and states during the same day, the meal allowance for that day will be based upon the city where the employee spent the night.

5. Section 92. Receipts will be required for expenses of \$50 or more. No change in the amount; however, some items that were exempt, such as parking fees, are now covered by the receipt requirement.

An acceptable itemized receipt must be submitted for lodging, registration fees, airline tickets, rental cars, or any other allowable expenses of \$50 or more.

6. Section 106. Tips are limited to twenty percent (20%). Any amounts greater than this amount must be handled as an exception.

Tips are considered a reimbursable expense and should be based upon the level of service, but should not exceed twenty percent. Special situations or contractual requirements exceeding twenty percent should be processed as an exception. The addition of a tip on a receipt does not constitute an alteration of the receipt.