

**The University of Tennessee
Fiscal Policy Statement FI0705
University Travel Regulations and Procedures
As Revised Effective October 1, 2011**

SUPPLEMENT NUMBER ONE

These Regulations constitute Supplement Number One to the University of Tennessee travel regulations regarding travel at University expense. Expenses will not be reimbursed unless the travel is made and reimbursement is claimed in accordance with the University's travel regulations and supplements thereto.

1. Provisions for travel contained in Supplement Number One will be applicable to **University officers as defined in Article IV, Section 1, of the University By-Laws, staff vice presidents as defined in Article IV, Section 4, of the By-Laws, president(s) emeritus, other members of the president's senior staff as designated by the president, and University employees traveling in their company.** Special provisions relative to travel by spouses of the above-designated officials are set forth in Item 12.

Individuals who qualify under this supplement are authorized to travel on official University business at their discretion and approve their own reimbursement requests. Travel authorization forms are not required.

Except in the case of direct billing authorized by this policy statement, the university shall pay travel expenses incurred by an employee only on a reimbursement basis and only upon submission of the written documentation required by university administrative policies on travel. Under no circumstances shall the university pay a credit card statement issued to an employee, even if the statement includes travel expenses incurred by the employee on university business.

2. **Transportation:** Reimbursement for airfare will be limited to the cost of standard coach fare. No exceptions may be made without the prior approval of the state comptroller and then only in the event of an emergency.
3. **Expenses** for checking into lodging facilities will be allowed up to \$5.00.
4. **In-State Lodging and Meals:** Reimbursement for actual expenses for out-of-state lodging and meals will be allowed up to the Federal (CONUS) maximum rate. The following reflects the current CONUS rates for cities within the State of Tennessee.

Specific Cities	Maximum Lodging	Maximum Meals and Incidentals	Region
Brentwood/Williamson County	\$ 97.00 (plus taxes)	\$56.00	TN/BR
Chattanooga/Hamilton County	\$ 94.00 (plus taxes)	\$56.00	TN/CH
Franklin/Williamson County	\$ 97.00 (plus taxes)	\$56.00	TN/FR
Knoxville/Knox County	\$ 86.00 (plus taxes)	\$56.00	TN/KN
Memphis/Shelby County	\$ 93.00 (plus taxes)	\$61.00	TN/ME
Nashville/Davidson County	\$107.00 (plus taxes)	\$66.00	TN/NA
Oak Ridge/Anderson County	\$ 91.00 (plus taxes)	\$46.00	TN/OR
All Other Tennessee Cities & Counties	\$ 77.00 (plus taxes)	\$46.00	TN/

NOTE: For all other cities in Tennessee, the standard CONUS rate shown in the CONUS tables is \$77.00.

5. **Out-of-State Lodging and Meals:** Reimbursement for actual expenses for out-of-state lodging and meals will be allowed up to the Federal (CONUS) maximum rate for the city, state, or country of travel.

6. **Partial Meal Allowance for Day of Departure and Day of Return:** Reimbursement for meals for the day of departure and the day of return will be calculated based on the number of hours the traveler is in travel status. The values are as follows:

Day of Departure:

Time of Departure	Hours in Travel Status	% of Per Diem
0:00 – 5:59	18:01 – 24:00	100
6:00 – 11:59	12:01 – 18:00	75
12:00 – 17:59	6:01 – 12:00	50
18:00 – 23:59	0:01 – 6:00	25

Day of Return:

Time of Return	Hours in Travel Status	% of Per Diem
0:01 – 6:00	0:01 – 6:00	25
6:01 – 12:00	6:01 – 12:00	50
12:01 – 18:00	12:01 – 18:00	75
18:01 – 24:00	18:01 – 24:00	100

7. **Meal Allowance for One-Day Trips:** Reimbursement for a single meal (or meals) for employees on one-day travel status with no overnight stay is not permitted.
8. **Meals Included in a Registration Fee or Entertainment:** A partial meal allowance is available when meals are provided as a part of a registration fee for a conference, seminar, or workshop or as part of entertainment. No meal allowance is available if the registration fee includes all meals for that day. Continental breakfasts that may be included in a registration fee are not considered a meal. The deductions for meals provided are based on a full-day meal rate as follows:
- 20% for Breakfast
 - 30% for Lunch
 - 50% for Dinner
9. Expenses for group breakfasts, luncheons, and dinners, occasioned by meetings of long duration or by circumstances where providing such meals is more feasible than to recess the meeting, may be allowed and charged directly to the sponsoring department provided a Senior Administrative Officer, as defined in Item 1, gives written advance approval or approves the expenditure voucher.
10. Reimbursement of actual expenses for meals and related expenses will be allowed when an official designated in Item 1 is acting as host to guests of the University or other official business functions.
11. On occasions where spouses of University officials designated in Item 1 are expected to attend meetings of the Board of Trustees, Development Council, Alumni Board of Governors, and similar events, the University will provide reimbursement for coach or economy air transportation to and from the meeting site. Expenses incurred for meals, lodging, ground transportation, and other incidental travel expenses will be reimbursed in accordance with the rates set forth herein.
12. Exceptions to university travel policies must be approved by the Chief Financial Officer or his or her designee. The Chief Financial Officer and his or her designee are not authorized to approve any exceptions that would be contrary to state law.
- a) Exceptions for the Chief Financial Officer must be approved in writing by the President in advance of any reimbursement and reported to the Audit Committee at its next meeting.

- b) Exceptions for the President or employees in the President's office must be approved in writing by the Chief Financial Officer or the Chair of the Audit Committee in advance of any reimbursement and reported to the Audit Committee at its next meeting.
- c) Exceptions for senior-level administrators must be approved in writing by the Chief Financial Officer in advance of any reimbursement and reported to the Audit Committee at its next meeting.

This Supplement Number One, effective October 1, 2010, supersedes all prior Supplements.