MEMORANDUM

To: John G. Morgan, Chancellor

From: Dale Sims

Date: September 18, 2015

Re: Changes in Travel Per Diem Rates

Effective October 1, 2015, the federal CONUS travel per diem rates are changing. Below are rates that will change on that effective date:

<table>
<thead>
<tr>
<th>Per Diem Rates</th>
<th>Three-Fourths Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>$46 rate deleted</td>
<td>$34.50 rate deleted</td>
</tr>
<tr>
<td>$51 rate remains the same</td>
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</tr>
<tr>
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<tr>
<td>$66 rate reduced to $64</td>
<td>$49.50 reduced to $48.00</td>
</tr>
<tr>
<td>$71 rate reduced to $69</td>
<td>$53.25 reduced to $51.75</td>
</tr>
<tr>
<td>$74 rate added</td>
<td>$55.50 added</td>
</tr>
</tbody>
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<tr>
<th>Per Diem</th>
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</tr>
</thead>
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<tr>
<td>Breakfast</td>
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</tr>
</tbody>
</table>
**General Lodging Changes:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I Counties and Cities</td>
<td>increase from $132 to $145 + tax</td>
</tr>
<tr>
<td>Level II Counties and Cities</td>
<td>increase from $107 to $114 + tax</td>
</tr>
<tr>
<td>Level II Counties and Cities</td>
<td>increase from $83 to $89 + tax</td>
</tr>
<tr>
<td>Standard Out of Country</td>
<td>decrease from $66 to $59</td>
</tr>
</tbody>
</table>

<table>
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<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I Counties and Cities</td>
<td>increase from $137 to $150 + tax</td>
</tr>
<tr>
<td>Level II Counties and Cities</td>
<td>increase from $112 to $119 + tax</td>
</tr>
<tr>
<td>Level II Counties and Cities</td>
<td>increase from $88 to $94 + tax</td>
</tr>
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**Lodging changes under Exception One (chancellor, presidents, directors, etc.)**

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**Lodging changes under Exception Two (regents)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I Counties and Cities</td>
<td>increase from $152 to $165 + tax</td>
</tr>
<tr>
<td>Level II Counties and Cities</td>
<td>increase from $127 to $134 + tax</td>
</tr>
<tr>
<td>Level III Counties and Cities</td>
<td>increase from $103 to $109 + tax</td>
</tr>
</tbody>
</table>

The Board delegated authority to you to increase TBR travel rates with any rate increases approved by the State of Tennessee. The revision to the General Travel policy will be reported to the Board at its December meeting through the Interim Action Report. Attached is a copy of the General Travel policy showing the changes that would become effective October 1, 2015.

Approved:

![Signature]

John G. Morgan, Chancellor

Date: 9/18/15
General Travel: 4:03:03:00

Policy Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges, Universities, System Office

Purpose

The following policy applies to the travel of all employees of the institutions governed by the Tennessee Board of Regents, as well as members of the Board staff, 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 institutional, or Board expense. Specific provisions of the policy also address the travel of Board members, pursuant to T.C.A. § 4-3-1008. 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 or hotel payments. 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. Exceptions which may be deemed necessary and approved by the Board shall be submitted for consideration by appropriate State officials. Current reimbursement rates shall be issued by the Chancellor as an addendum to this policy.

All travel must be consistent with the educational, research, and professional needs of the TBR System. 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 any 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 in accordance with Section II.

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 System business, or in justifiable pursuit of an institution'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 System.

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., office headquarters, 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 state business.

1. Expenses for meals will be allowed when overnight travel is required outside the county of the employee's official station or 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.
   a. For example: An employee has a 9:00 a.m. meeting in Atlanta, GA. 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 shall 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 shown on the Addendum.
   1. Receipts must accompany claims for reimbursement for all expenses exceeding the amount cited on the Addendum.
   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 of more than one travel service. 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.

II. Authorization of Travel

A. Approving Authorities
   1. The president or director or his or her designees shall have authority to approve travel by employees of the various institutions.
   2. The Chancellor or his or her designees shall have authority to approve travel by employees of the Board.
   3. Authorization for travel by a student, regardless of the destination, shall be approved by the president or director of the institution or his or her designee.

B. In-State Travel
   1. All employees should obtain prior written authorization for in-state travel by the employee's appropriate approving authority, except as noted in item 2 below.
   2. 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.

3. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel.

C. Out-of-State Travel

1. All employees must obtain prior written authorization for out-of-state travel, which must be approved by the employee’s appropriate approving authority.

2. 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.

3. 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.
   a. This exception applies for trips which do not exceed 50 miles into another state.

4. Employees whose employment requires frequent out-of-state travel may obtain blanket authorization in writing for such travel.

D. All Other Travel

1. 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).

2. Authorization for travel to Alaska, Hawaii, and all out-of-country travel by the president shall be subject to approval by the Chancellor (or designee).

3. Authorization for travel to Alaska, Hawaii and all out-of-country travel by an employee of a college of applied technology shall be subject to approval by the Vice Chancellor of Colleges of Applied Technology.

III. Transportation

A. General
1. 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.

2. 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.
   a. 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.
   b. In no instance shall mileage claimed for reimbursement exceed actual miles traveled.

B. Mode of Transportation

1. Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical.

2. 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.

3. 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.

4. 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
1. 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.

2. The employee's copy of the ticket, or an acceptable receipt, must be submitted for reimbursement of common carrier expenses.

3. Baggage Fees will be allowed when necessary. A receipt is required for reimbursement.

4. 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.

D. Chartered Aircraft

1. Generally, faculty and staff (including group travel and athletics) whose duties require travel will use commercial ground and air carriers or an institutional automobile.

2. 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).

3. The following guidelines apply:
   a. The chief executive officer of each institution shall assign the following duties to a responsible official:
      1. Reviewing and approving requests for charter air services;
      2. Scheduling charter flights; and
      3. Informing those who request charter flights of the charter company’s policy on canceling scheduled flights.
   b. 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.
c. 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.

E. Automobile Travel

1. When travel by automobile is appropriate, employees may use state-owned automobiles whenever available and feasible. However, state-owned vehicles should be used only on official business.

   a. State Owned Automobiles

      1. When transportation is by a state-owned automobile, tolls, parking, gasoline and storage expenses are allowable.

      2. When using motor pool automobiles, employees will be furnished with courtesy cards for purchase of gasoline, oil, and other automobile services, and such expenses should not be claimed by employees as travel expenses.

      3. Emergency out-of-pocket expenses, such as towing or emergency repairs, will be reimbursed but must be accompanied by proper receipt identifying the automobile and itemizing the services.

      4. Such expenditures must be of an emergency nature when immediate service is required and access to a state facility is not possible.

      5. Major repairs should be approved by campus officials prior to work being performed. Such expenditures are allowed but should be filed for reimbursement separately.

   b. Personally-Owned Automobiles

      1. Use of a personally-owned automobile must be authorized.

      2. Mileage reimbursement rates are provided on the Addendum.
3. The authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items.

4. Employees may use reputable websites to determine point-to-point and/or vicinity mileage.

5. Commuter Mileage
   1. Procedures for calculating mileage are based on the fact that the State is prohibited from reimbursing employees for normal commuting mileage.
   2. 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.
   3. 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.
   4. 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.
   5. 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.

c. The travel claim must indicate the employee's itinerary and must show the official business mileage.
1. Business mileage as indicated by the official state map or reputable websites, and that published by Rand-McNally or reputable websites for out-of-state routes will be regarded as official.

2. Vicinity mileage must be reported on a separate line and not included with point-to-point mileage. Only mileage on official business may be claimed.

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

F. Limousine and Taxi Service

   1. When travel is by common carrier, reasonable limousine and taxi fares will be allowed for necessary transportation.

   2. Bus or limousine service to and from airports will be used when available and practical.

   3. After arrival at destination, necessary taxi fares for traveling between hotels or lodging and meeting or conference will be allowed.

   4. No receipt is required for reimbursement of reasonable taxi fares.

G. Car Rentals at Destination

   1. Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation or it is the only practical means of transportation.

   2. Charges for insurance for rented automobiles 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 rental vehicles.

   3. Whenever possible, employees should refuel before returning vehicles.

H. Tolls and Ferry Fees

   1. Reasonable tolls and ferry fees will be allowed when necessary.

   2. No receipt is required for reimbursement of tolls and ferry fees.

I. Daily Parking Fees
1. Daily parking fees for those employees working in downtown offices will not be allowed.

2. However, if an employee is required to leave his office on official business and later returns the same day, the actual additional charge required to park will be reimbursed up to the maximum indicated (see Addendum).

3. 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.

4. Receipt is required if the fee exceeds the maximum indicated per day (see Addendum).

J. 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.

K. 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.

1. Receipts must be furnished on airport and hotel parking exceeding maximum parking allowance in Addendum.

IV. Lodging

A. In-State Lodging

1. Lodging expenses incurred within the state while on authorized travel will be reimbursable to the maximum shown on the Addendum.

B. Out-of-State Lodging

1. Lodging expenses incurred out of the state while on authorized travel will be reimbursable to the maximum shown on the Addendum.

2. 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).
3. 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.
4. Most destinations for out-of-state travel fall within the list of exceptions.
5. En route lodging will be allowed for only one day each way on trips of long duration.
   a. En route lodging will only be allowed in cases when the approved and most direct or expeditious mode of travel will require more than ten (10) hours of continuous travel. (Refer to Section I.D.2-4 for explanation of en route lodging expenses.)

C. Out of Country Lodging
   1. Lodging expenses incurred while out of the country will be reimbursed at actual expenses with receipts.

D. Additional Lodging Expenses
   1. Sales taxes on lodging costs will be reimbursable.
   2. 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.
   3. Additional lodging for presidents/directors will be approved on the same basis as approval is granted for other employees. Any exceptions must be approved by the Chancellor.
   4. 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.

E. Shared Lodging
   1. In the event of double occupancy for state employees on official travel, both employees should attach an explanation to his/her travel claim detailing dates and other employees with whom the room was shared.
2. The lodging cost may be claimed by the employee who incurred the cost, or
one half the double occupancy charge may be allowable for each employee.

3. If a room is shared with other than a state employee, actual cost subject to
the maximum in the Addendum will be allowed.

4. The receipt for the entire amount should be submitted with the expense
account.

V. Meals

A. In-State and Out-of-State Meals

1. Meals while on authorized travel will be reimbursed, subject to the meal
allowance provided on the Addendum.

2. The maximum per diem rates include a fixed allowance for meals and for
incidental expenses (M&I).

3. The M&I rate, or fraction thereof, is payable to the traveler without itemization
of expenses or receipts.

4. Incidental expenses are intended to include miscellaneous costs associated with travel
such as tips for baggage handling, phone calls, etc.

5. The M&I rates for out-of-state travels are the same as those for federal
employees, and are available on the General Services Administration’s web
site.

6. As with lodging, there is a standard rate for the continental United States
(CONUS), and a list of exceptions.

7. Reimbursement for meals and incidentals for the day of departure shall be
three-fourths of the appropriate M&I rate (either the in-state rate or CONUS
rate for out-of-state travel) at the rate prescribed for the lodging location.

8. Reimbursement for M&I for the day of return shall be three-fourths of the M&I
rate applicable to the preceding calendar day.

9. To assist in this calculation, the following table lists partial per diem rates for
meals and incidentals for in-state and out-of-state travel.
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<tr>
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10. The following table may be used to determine reimbursement for a single meal, when appropriate. Reimbursement for meals will not be permitted when overnight travel is not involved.

**In-State and Out-of State of Tennessee**

**Meals and Incidental – Allocated by Meal**

11. Revisions to the tables above and below that are required solely by changes in CONUS rates will not be subject to Board approval

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<tr>
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B. Out of Country Meals
1. Out of Country meals are reimbursed at actual expense with receipts. If no receipts are provided, the maximum rate will be the maximum CONUS rate of Out-of-State travel.

C. Official Banquets
   1. When the expenses for an official banquet of a meeting or conference are in excess of the meal allowance, the excess will be allowed provided a receipt or proper explanation of the charge is submitted.

D. Business Meals
   1. See Policy 4:07:00:00 for criteria on reimbursing business meals.

VI. Miscellaneous Expenses

A. Personal Expenses
   1. Expenses for entertainment (employee 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
   1. Charges for long distance telephone calls, internet, and/or fax on official business will be allowed.
   2. Charges for necessary local calls on official business will be allowed.

C. Registration Fees
   1. 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. Handling Fees
   1. Fees for the handling of equipment or promotional materials will be allowed up to the maximum indicated (see Addendum).

VII. Claims
A. The standard form for claims for travel expenses approved by the President, director or Chancellor shall be used for reimbursement of expenses.

1. The form must show movement and detail of expenses on a daily basis, be signed in ink by the employee, and be approved by the appropriate approving authority prior to reimbursement.

2. Signatures on travel claims must be original or electronic in accordance with TBR 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.

3. Receipts for appropriate expenses must be submitted with the claim for reimbursement.

4. Expenses for books, supplies, postage, and other items that do not constitute actual traveling expenses should not be included in the claim form.

5. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel.

VIII. Travel Advances

A. General

1. Normally travel expenses should be paid when incurred by an employee, with reimbursement made to the employee for actual expenses upon proper submission of a claim for travel expenses.

2. Advances to employees for anticipated travel expenses may be made under the circumstances hereinafter described as
   a. Permanent travel advances; and
   b. Temporary travel advances except as provided in Section IX.C.
3. All travel advances must be approved by the president or director or his or her designees for employees of the institutions, and the Chancellor for employees of the Board.

B. Permanent Travel Advances

1. 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.

2. 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.

3. 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.

C. Temporary Travel Advances

1. When temporary travel is authorized for an employee, the employee may receive an advance, provided a request for the advance, including estimated expenses, is submitted to the appropriate approving authority with the request for written authorization for the travel, and is approved.

2. 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.

3. 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.

D. Payroll Deduction Authorization
1. Each employee receiving a permanent or temporary travel advance for the first time must sign a payroll deduction authorization form which will allow the State to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim.

2. This deduction from payroll should be used as a last resort only in the event all other efforts to collect the advance have failed.

E. Expense Claim

1. Upon return, the employee should submit an expense claim detailing his or her actual expenditures. This claim should show the total expenses incurred.

2. The advanced amount should be subtracted from this total.

3. A voucher should then be prepared requesting the additional amount due the employee.

4. 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.

5. In the latter instance, the expense account claim should be forwarded to the business office with notification to file it with the advance request.

F. Non-business Expenses

1. You are eligible for reimbursement of travel expenses if your trip was entirely business related.

2. 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.

3. 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.
4. Additional days are not considered business related unless they are necessary to provide rest or sleep required for you to properly perform your duties.

IX. Corporate Credit Cards for Travel

A. General – Individual institutions and/or the Board Office may arrange for corporate credit cards to assist with travel expenses.

B. Membership - Corporate credit cards are made available to designated employees, with the employees personally responsible to the card vendor for all amounts charged to the card.

C. Advances - Travel advances, permanent or temporary, shall not be issued to:
   1. Any employee who is issued a corporate card; or
   2. Any employee who is designated but chooses not to apply for a corporate card; or
   3. Any employee who has had his/her corporate card cancelled or was refused a card based on the vendor’s credit requirements.
      a. Institutions may make individual exceptions to the above provisions when the circumstances are determined to warrant such exception.

D. Reimbursement - Reimbursement for travel expenses shall only be allowed for actual business expenses incurred, subject to the provisions of Section I.F, and the maximum limitations shown on the Addendum.

E. Cancellations - The Tennessee Board of Regents and/or the card vendor may cancel an employee's corporate card at any time. In the event of cancellation of a corporate card, the Tennessee Board of Regents or appropriate institution shall promptly notify the employee of the cancellation and use its best efforts to obtain the cancelec corporate card and return it to the card vendor.

F. Termination - The Tennessee Board of Regents and its institutions shall notify the card vendor if a cardholder's employment is terminated, and the effective
date of such action. Each institution shall establish procedures to collect corporate cards from terminated employees and return them to the card vendor.

X. Exceptions

A. General

1. The Chancellor shall have the authority to grant exceptions to any part or all of the provisions of this policy when deemed appropriate and necessary; however, any exception directly affecting the Chancellor must be approved by the Vice Chair of the Board.

2. The Chancellor delegates to the presidents and directors the authority to grant exceptions to any part or all of the provisions of this policy in individual instances when deemed appropriate and necessary; however, any exception directly affecting presidents or directors must be approved by the Chancellor or Vice Chancellor for Colleges of Applied Technology, respectively.

3. Two areas of standing exceptions to the policy are provided below.

   a. Exception No. 1

      1. Provisions for travel contained in this Exception Number One shall be applicable only to the Chancellor and his or her immediate staff, presidents and directors of institutions, and System employees traveling in their company.

      2. This exception corresponds with Exception Number Three of the Comprehensive Travel Regulations. All provisions of Sections I through IX of this policy shall be applicable unless superseded by the following.

         1. 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.
2. 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.

b. Exception No. 2

1. Members of the Tennessee Board of Regents shall be reimbursed for travel in the performance of their official duties in accordance with applicable provisions of the general policy unless superseded by the following, which corresponds with Exception Number Four of the Comprehensive Travel Regulations, provided that necessary approvals shall be made by the Chancellor rather than the Commissioner of Finance and Administration.

1. Members of the Board shall be reimbursed by the Board office for all allowable travel expenses upon submission of a standard form for claims and appropriate receipts.
Addendum

I. Tennessee Board of Regents General Travel Policy
   A. This Addendum provides the specific expenses considerations cited in the general travel policy.
      1. The reimbursement rates listed below are consistent with the current Comprehensive Travel Regulations of the State of Tennessee, which may be revised from time to time.
      2. The following shall remain in effect from and after October 1, 2014 until revised by the Chancellor.
      3. The Board delegates to the Chancellor the authority to increase TBR travel rates commensurate with any rate increases approved by the State of Tennessee.

II. General Reimbursement Rates
   B. Maximum parking fees without receipt - $ 8.00 per day
   C. Fees for handling of equipment or promotional materials - $ 20.00 per hotel

III. Out-of-State Reimbursement Rates
   A. Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government.
   B. The CONUS rates are located on the U.S. Government’s web page at [www.gsa.gov/](http://www.gsa.gov/)
   C. Use the CONUS standard rates for all locations within the continental United States not specifically shown on the web page as a listed point.

IV. In-State Travel Reimbursement Rates
   A. Level I Counties and Cities
1. Davidson County

<table>
<thead>
<tr>
<th>Day of Departure and Return</th>
<th>Maximum Lodging</th>
<th>Maximum Meals and Inc</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% of M&amp;I</td>
<td>$132.00 $145.00 + tax</td>
<td>$66.00 $59.00</td>
</tr>
</tbody>
</table>

2. Level II Counties and Cities

   a. 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)

<table>
<thead>
<tr>
<th>Day of Departure and Return</th>
<th>Maximum Lodging</th>
<th>Maximum Meals and Inc</th>
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</thead>
<tbody>
<tr>
<td>75% of M&amp;I</td>
<td>$107.00 $114.00 + tax</td>
<td>$46.00 $51.00</td>
</tr>
</tbody>
</table>

3. Level III Counties and Cities

   a. All other counties and cities not listed above

<table>
<thead>
<tr>
<th>Day of Departure and Return</th>
<th>Maximum Lodging</th>
<th>Maximum Meals and Inc</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% of M&amp;I</td>
<td>$83.00 $89.00 + tax</td>
<td>$46.00 $51.00</td>
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V. Standard Out-of-Country Rates

<table>
<thead>
<tr>
<th>Day of Departure and Return</th>
<th>Maximum Lodging</th>
<th>Maximum Meals and Inc</th>
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</thead>
<tbody>
<tr>
<td>Actual expense or 75% of M&amp;I</td>
<td>Actual expense</td>
<td>Actual expense or $71.00 $74.00</td>
</tr>
</tbody>
</table>

VI. Special Rates Under Exception One

A. This exception applies to the Tennessee Board of Regents' Chancellor and his or her immediate staff, presidents and directors of institutions, and System employees traveling in their company. This exception rate schedule corresponds
with Exception Number Three of the Comprehensive Travel Regulations of the State of Tennessee.

1. Out-Of State Reimbursement Rates

   a. Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government.

   b. The CONUS rates are located on the U.S. Government’s web page at www.gsa.gov/

   c. Use the CONUS standard rates for all locations within the continental United States not specifically shown on the web page as a listed point.

2. In-State Travel Reimbursement Rate

   a. Level I Counties and Cities

      1. Davidson County

         | Day of Departure and Return | Maximum Lodging | Maximum Meals and |
         | Actual expense or 75% of M&I | $137.00 $150.00+ tax | $66.00 $59.00 |

   b. Level II Counties and Cities

      1. 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)
<table>
<thead>
<tr>
<th>Day of Departure and Return</th>
<th>Maximum Lodging</th>
<th>Maximum Meals and Incidentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% of M&amp;I</td>
<td>$112.00 $119.00+ tax</td>
<td>$46.00 $51.00</td>
</tr>
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</table>

**c. Level III Counties and Cities**

1. All other counties and cities not listed above.

<table>
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<tr>
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<th>Maximum Lodging</th>
<th>Maximum Meals and Incidentals</th>
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<tbody>
<tr>
<td>75% of M&amp;I</td>
<td>$88.00 $94.00+ tax</td>
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**VII. Special Rates Under Exception Two**

**A.** This exception applies to Board Members of the Tennessee Board of Regents who are reimbursed for travel in the performance of their official duties. This exception rate schedule corresponds with Exception Number Four of the Comprehensive Travel Regulations of the State of Tennessee.

1. **Out-of State Reimbursement Rates**
   
a. Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. The CONUS rates are located on the U.S. Government’s web page at www.gsa.gov/

   b. Use the CONUS standard rates for all locations within the Continental United States not specifically shown on the web page as a listed point.

2. **In-State Travel Reimbursement Rates**

   a. **Level I Counties and Cities**

      1. Davidson County
b. Level II Counties and Cities

1. 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)

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<th>Maximum Lodging</th>
<th>Maximum Meals and Incidental</th>
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<tr>
<td>Actual expense or 75% of M&amp;I</td>
<td>$127.00 $134.00 + tax</td>
<td>$46.00 $51.00</td>
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1. All other counties and cities not listed above.

<table>
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<th>Day of Departure and Return</th>
<th>Maximum Lodging</th>
<th>Maximum Meals and Incidental</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% of M&amp;I</td>
<td>$103.00 $109.00 + tax</td>
<td>$46.00 $51.00</td>
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</table>

Sources