

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** General Travel**EFFECTIVE DATE:** July 1, 2000/Revised: December 1, 2005

This policy applies to the travel of all employees of Southwest Tennessee Community College 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 College expense. Authorization for travel will not be granted, and expenses will not be reimbursed unless the travel is made and reimbursement is claimed in accordance with this policy and TBR Policy No. 4:03:03:00.

Local Travel

- 1) **General** – Persons traveling from their home to the campus designated as their official duty station are not eligible to receive reimbursement of travel expenses. The official duty station is defined as that location where the majority of time is spent in teaching or the performance of assigned duties. In accordance with number 2 of this procedure, compensation for travel between campuses, as well as other necessary local travel, will be made at the current rate as listed in the Addendum to TBR Policy No. 4:03:03:00 when **teaching** or work assignments must be performed at two or more locations on the same day.

All claims for reimbursement for local travel must be submitted on a monthly basis for all employees, except for faculty which may file their travel claims on a semester basis, provided that all claims are filed within thirty (30) days from the end of the semester. All claims must be submitted within the fiscal year in which travel occurs, with the exception of the month of June, which must be submitted to the Fiscal Operations Office by the end of the fifth (5th) work day of the new fiscal year, in order to charge the expense to the old year.

- 2) **Intercampus Travel** – Each employee will have designated as his/her official duty station one of several locations where College operations occur. When the College requires an employee to move from the official duty station to another location, the employee will be reimbursed for the mileage traveled between the official duty station and the secondary location.

Source of Policy: Financial & Admin Ser.**Related Policy:** N/A**Approved:** _____
President**Responsible Vice President for Financial
Administrator: & Admin. Services** _____**TBR Policy Reference:** 4:03:03:00**TBR Guideline Reference:** N/A**Date:** December 1, 2005

If an employee is required to report to a location that is farther from his/her residence than the official duty station, the employee may claim reimbursement for the additional mileage. For example, if an employee normally has to drive ten (10) miles to work, but must drive fifteen (15), the reimbursement will be for five (5) miles or 15-10 miles.

Faculty members who teach overloads at any location will not be compensated for any extra mileage expenses involved with the overload course(s). Neither will faculty be compensated for any mileage for teaching an evening course at their official duty station.

Part-time faculty who are assigned to teach at two different teaching locations the same day will be reimbursed for actual travel from the first location to the second location, and return.

Standard mileage between College locations has been established and is considered official. These mileages should be used when claiming reimbursement. A chart of these mileages is attached to this policy as Attachment 2. Claims for reimbursement should be made on a Claim for Travel Expenses form, a copy of which is attached to this procedure as Attachment 3.

- 3) **Other Local Travel** – Other local travel is defined as travel which takes place in either Shelby or Fayette counties, and is not between Southwest Tennessee Campuses. Employees required to leave their official duty station on official College business will be compensated for actual mileage traveled. Additional charges for parking will be allowed, a receipt is required if the fee exceeds the maximum indicated per day on the TBR Policy No. 4:03:03:00 Addendum.

Standard mileages between the College and some other locations have been established and are considered official. For all other trips, mileage must be measured by odometer readings. All travel must be by the most direct route possible. Any employee who travels by an indirect route must bear the added expense.

Exceptions

Unless specifically authorized herein or in the Tennessee Board of Regents travel policy, exceptions will generally not be approved. Requests for exceptions or interpretations must be made in writing and forwarded to the Vice President for Business, Finance and Information Systems who will secure approval/disapproval.

Attachment 1

**Mileage between Memphis and Other Cities
(Tennessee, Arkansas, and Mississippi)
Contact the Fiscal Operations Office for Other States)**

Tennessee ^{Note}		Tennessee (continued)		Arkansas (continued)	
<u>City</u>	<u>Mileage</u>	<u>City</u>	<u>Mileage</u>	<u>City</u>	<u>Mileage</u>
Athens	367	McMinnville	281	Dumas	150
Boliver	67	Milan	95	Earle	33
Bristol	500	Monteagle	273	El Dorado	237
Brownsville	58	Morristown	441	England	137
Centerville	169	Murfreesboro	241	Eudora	207
Chattanooga	317	Nashville	210	Fayetteville	324
Clarksville	198	Newport	446	Fordyce	188
Cleveland	346	Oak Ridge	387	Forrest City	49
Columbia	191	Paris	133	Fort Smith	291
Cookeville	302	Pulaski	191	Hamburg	212
Covington	39	Rogersville	463	Harrison	248
Crossville	330	Savannah	113	Heber Springs	140
Dayton	338	Sevierville	426	Helena	85
Dickson	179	Shelbyville	234	Hope	250
Dresden	121	Sparta	302	Hot Springs	191
Dyersburg	78	Springfield	230	Jacksonville	144
Fayetteville	221	Union City	114	Jonesboro	74
Franklin	220	Waverly	155	Lake Village	190
Gallatin	249	Waynesboro	144	Little Rock	137
Gatlinburg	439			Lonoke	116
Greeneville	462	Arkansas		Magnolia	255
Hohenwald	159	Arkadelphia	205	Malvern	183
Huntington	116	Ashdown	287	Marked Tree	44
Jackson	85	Batesville	124	Marianna	59
Jamestown	347	Benton	162	Mena	268
Johnson City	488	Bentonville	349	McGehee	169
Kingsport	479	Blytheville	73	Morrilton	183
Kingston	364	Booneville	261	Nashville	260
Knoxville	388	Brinkley	74	Newport	95
LaFollette	415	Camden	218	Osceola	59
Lawrenceburg	173	Clarksville	232	Ozark	253
Lebanon	250	Conway	163	Paragould	90
Lewisburg	216	Corning	120	Paris	248
Lexington	109	Crossett	227	Piggott	123
Madisonville	383	DeQueen	280	Pine Bluff	147
Manchester	261	Dermott	178	Pocahontas	111
Maryville	411	DeWitt	115	Prescott	234

^{Note:} The mileage listed between Memphis and other cities in Tennessee is based upon the Mileage Chart appearing in the Tennessee Official Highway Map, prepared by the Tennessee Department of Transportation, Planning Division

**Mileage between Memphis and Other Cities
(Tennessee, Arkansas, and Mississippi)
Contact the Fiscal Operations Office for Other States)**

Arkansas (continued)		Mississippi (continued)		Mississippi (continued)	
<u>City</u>	<u>Mileage</u>	<u>City</u>	<u>Mileage</u>	<u>City</u>	<u>Mileage</u>
Rodgers	342	Brookhaven	268	Louisville	173
Russelville	210	Canton	187	McComb	289
Searcy	109	Clarksdale	74	Meridian	231
Silom Springs	344	Cleveland	110	Moss Point	377
Stuttgart	111	Clinton	218	Natchez	318
Texarkana	278	Columbia	294	New Albany	80
Trumann	58	Columbus	176	Ocean Springs	372
Van Buren	286	Corinth	98	Oxford	78
Walnut Ridge	97	Greenville	148	Pascagoula	401
Warren	194	Greenwood	126	Petal	294
West Memphis	11	Grenada	98	Philadelphia	195
Wynne	53	Gulfport	370	Picayune	352
		Hattiesburg	299	Southaven	12
Mississippi		Holly Springs	45	Starkville	173
Aberdeen	139	Indianola	133	Tupelo	111
Amory	131	Jackson	213	Vicksburg	255
Bay St. Louis	375	Kosciusko	155	West Point	149
Biloxi	381	Laurel	272	Winona	122
Booneville	109	Leland	137	Yazoo City	184
		Long Beach	365		