

Comprehensive Travel Regulations

These regulations, having been promulgated by the Tennessee Board of Regents, shall constitute the official policy regarding travel at University expense. The following policy applies to the travel of all employees of Middle Tennessee State University in the performance of their official duties. Provisions of this policy may also apply to individuals other than employees who are authorized to travel at institutional expense. 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.

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 as an addendum to this policy.

I. General Provisions

1. 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.

2. Travel which may be authorized, and pursuant to which expenses may be reimbursed, shall be limited to the following:

a) Travel which is necessary for the proper execution of official University business, or in justifiable pursuit of an institution's educational and research objectives; or

b) Travel to meetings and conferences of a professional nature, which will increase the attending employee's usefulness to the University.

3. 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., official headquarters, campus, or designated location of an employee established in the field.

The official station of an employee shall be designated by the appropriate approving authority. It is normally expected that the official station is Middle Tennessee State University. 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. Reimbursable mileage begins at the location at which the employee receives the call.

4. The employee is considered to be on official travel status, and is eligible to receive reimbursement of travel expenses as of the time of departure either from the employee's official station or from residence, whichever is applicable for the purpose of traveling on university business. Expenses for meals will be allowed when overnight travel or occasional excessive hours of work are required outside the county of the employee's official station or residence. En route lodging will be allowed for only one day each way on trips of long duration. 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. The

lodging expense will not be considered en route if it does not add an additional day of lodging expense.

5. The limitations on travel expenses contained herein are maximum amounts above which reimbursement shall not be made. Employees are expected to be conservative as possible in incurring travel expenses.

6. Reimbursement for travel expenses shall only be allowed for actual expenses incurred, subject to the maximum limitations shown on the Addendum. Receipts must accompany claims for reimbursement for all expenses exceeding the amount cited on the Addendum. There are two exceptions: (1) meals require no receipt; (2) taxi fares, tolls, and ferry fees require no receipt. Lodging receipts are required and must itemize room charges and taxes.

7. Travel reimbursement of university personnel whose expenses are to be paid from special grant or contract funds will be in accordance with these regulations except when the grant or contract instrument specifies and requires a different method of reimbursement.

8. Travel reimbursement will be made in accordance with the laws of the U.S. Immigration Service. Reimbursements for non-U.S. citizens will not be made until all immigration papers are reviewed by Accounting Services and a determination made as to whether the individual can lawfully be reimbursed for travel expenses.

II. Authorization of Travel

1. Approving Authorities - Requests for Travel Authorization forms will be prepared by the traveler and approved by the appropriate activity or department head. 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, such approval may be given orally. Authorization for travel by a student, regardless of the destination, shall be approved by the appropriate activity or department head.

2. In State Travel - All employees must obtain prior authorization for in-state travel by the employee's appropriate approving authority. 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. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel.

3. Out-of-State Travel - All employees must obtain prior written authorization for out-of-state travel, which must be approved by the appropriate approving authority. The Request for Travel 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. 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 that do not exceed 50 miles into another state. Employees whose employment requires frequent out-of-state travel may obtain blanket authorization in writing for such travel.

4. Canada Travel - Authorization for travel by an employee to Canada shall be approved by the president.

5. All Other Travel - Authorization for travel by an employee to Alaska, Hawaii, and out-of-country travel shall be subject to recommendation by the president and written advance approval by the Chancellor.

6. Group Travel - For team or group travel (athletics, band, debate, etc.), a list of those persons actually traveling in the group must be attached to the travel claim.

III. Transportation

1. General - All travel must be by the most direct route possible, and any employee who travels by an indirect route must bear any extra expense occasioned thereby. 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 - Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical. 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. 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. Reimbursement for personal vehicle use may be claimed at the standard mileage rate if the cost of such reimbursement is less than comparable cost of commercial transportation including taxi fares and/or limousine charges.

3. Common Carrier Travel - When travel is by common carrier, the fare must not exceed the regular tourist fare charged the general public, and advantage must be taken of round trip rates when available. The employee is responsible for making appropriate travel arrangements. The employee's copy of the ticket, or an acceptable receipt, must be submitted for reimbursement of common carrier expenses.

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

a) *State Owned Automobiles* - When transportation is by state-owned automobile, all necessary repair bills, tolls, parking, gasoline, and storage expenses are allowable. 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. 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. Such expenditures must be of an emergency nature where immediate service is required and access to a state facility is not possible. Major repairs should be approved by campus officials prior to work being performed. Such expenditures are allowed but should be filed for reimbursement separately. Parking, tolls, and ferry fees should be claimed for reimbursement on the standard claim for travel expenses form when using a State owned automobile.

b) *Personal Owned Automobiles* - Use of a personally owned automobile must be authorized. Mileage reimbursement rates are provided on the Addendum. The authorized mileage allowance

includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items.

c) The travel claim must indicate the employee's itinerary and must show the official business mileage. Business mileage as indicated by the official state map, and that published by Rand-McNally for out-of-state routes will be regarded as official. 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 provided that airport parking fees do not exceed normal taxi fare to and from the airport or the cost of two round trips in the employee's personal car (see item 10 below). Receipts must be furnished on airport and hotel parking.

5. Limousine and Taxi Service - When travel is by common carrier, reasonable limousine, and taxi fares will be allowed for necessary transportation. Bus or limousine service to and from airports will be used when available and practical. After arrival at destination, necessary taxi fares for traveling between hotel or lodging and meeting or conference will be allowed. No receipt is required for reimbursement of reasonable taxi fares.

6. Car Rentals at Destination - 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. Charges for insurance for rented automobiles are not reimbursable.

7. Tolls and Ferry Fees - Reasonable tolls and ferry fees will be allowed when necessary. No receipt is required for reimbursement of tolls and ferry fees.

8. Daily Parking Fees - 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. A receipt is required if the fee exceeds the maximum indicated per day (see Addendum).

9. 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.

10. If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier including but not limited to the reasonable cost of one of the following options, whichever is less:

a) one round trip taxi fare,

b) parking of the employee's personal car at the location of the common carrier, plus mileage of one round trip,

c) mileage of two round trips in the employee's personal car (subject to a 200-mile maximum for two round trips).

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

IV. Lodging

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

2. Out-of-State Lodging - Lodging expenses incurred out of the state while on authorized travel will be reimbursable to the maximum shown on the Addendum. The maximum reimbursement rates for out-of-state travel are the same as those maintained by the US General Services Administration for federal employees within the continental United States (CONUS). 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. Most destinations for out-of-state travel fall within the list of exceptions. En route lodging will be allowed for only one day each way on trips of long duration. En route lodging will only be allowed in cases where the approved and most expeditious mode of travel will require more than ten (10) hours of continuous travel. (Refer to Section I.4. for explanation of en route lodging expenses.)

3. Additional Lodging Expenses - Sales taxes on lodging costs will be reimbursable.

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. If more than one rate is indicated, the lowest rate is the amount, which will be reimbursed. However, the employee should attempt to receive a government rate for the lodging. If the lowest rate indicated in the convention or conference brochure is unavailable, approval of the higher rate must be obtained from the appropriate approving authority. Additional lodging for the president will be approved on the same basis as approval is granted for other employees. 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.

4. Shared Lodging - When a room is shared with other than a university employee on authorized travel, the total cost of the room will be allowed, subject to the maximums set forth on the Addendum. The receipt for the entire amount should be submitted with the expense account.

When employees share a hotel room, each employee should claim a proportionate share of the room cost, and include an explanation with his or her travel claim detailing dates and other employees with whom the room was shared.

V. Meals

1. In State and Out-of-State Meals - Meals while on authorized travel will be reimbursed, subject to the meal allowance provided on the Addendum. The maximum per diem rates include a fixed allowance for incidental expenses (M&I). The M&I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls home, etc.

The M&I rates for out-of-state travel is the same as those for federal employees, and are available on the General Services Administration's web site. As with lodging, there is a standard rate for the continental United States (CONUS), and a list of exceptions. 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. Reimbursement for M&I for the day of return shall be three-fourths of the M&I rate applicable to the preceding calendar day. 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.

Per Diem Rates - Three-fourths Calculations

\$30 \$22.50
\$31 \$23.25
\$35 \$26.25
\$39 \$29.25
\$43 \$32.25
\$47 \$35.25
\$51 \$38.25

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

Per diem	\$30	\$31	\$35	\$39	\$43	\$47	\$51
Breakfast	\$6	\$6	\$7	\$8	\$9	\$10	\$11
Lunch	\$8	\$8	\$9	\$10	\$11	\$12	\$13
Dinner	\$14	\$15	\$17	\$19	\$21	\$23	\$25
Incidentals	\$2	\$2	\$2	\$2	\$2	\$2	\$2

2. Official Banquets - When the expense for one official banquet of a meeting or conference is in excess of the meal allowance, the excess will be allowed provided a receipt or proper explanation of the charge is submitted.

VI. Miscellaneous Expenses

1. Personal Expenses - Expenses for entertainment (employee or others), laundry, valet service, tips, and gratuities, etc., are personal expenses and will not be allowed for reimbursement purposes.

2. Telephone, Telegram, and Fax Expenses - Charges for long distance telephone calls, telegrams, and/or fax on official business will be allowed provided a written statement from the claimant is furnished showing the date, the name and location called, and the nature of the business. Charges for necessary local calls on official business will be allowed.

3. Registration Fees - 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 Claim for Travel Expenses. Registration fees may be prepaid by the university by sending the completed registration form to the accounts payable office with the Request for Travel Authorization. Receipts are not required for registration fees paid directly by the university. No separate claim will be allowed for meals included in registration fees.

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

VII. Claims

1. The standard Claim for Travel Expenses form shall be used for reimbursement of expenses. See Attachment B. 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 department or budgetary head prior to reimbursement. All signatures on the Claim for Travel Expenses must be original. The approving officials are responsible for the reasonableness of the claim. Receipts for appropriate expenses must be attached to the form. Expenses for books, supplies, postage, and other items that do not constitute actual traveling expenses should not be included in the claim form. A claim for Travel Expenses should be submitted no later than thirty (30) days following the completion of any travel. Employees with blanket travel authorization should submit a Claim for Travel Expenses at least once for every 30-day period.

2. Travel claims for non-U.S. citizens should include a copy of the VISA, passport, IAP-66 or I-20 papers, and a non-resident alien questionnaire. To obtain a copy of the Non-Resident Alien questionnaire, contact Accounting Services at ext. 2940. MTSU Faculty and Staff should not agree to reimburse travel for non-U.S. citizens until all of the immigration paperwork has been completed and reviewed by Accounting Services.

VIII. Travel Advances

1. General - 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. Advances to employees for anticipated travel expenses may be made under the circumstances hereinafter described as (1) permanent travel advances and (2) temporary travel advances. All travel advances must be approved by the approving authority on the Request for Travel Authorization.

2. Permanent Travel Advances - When an employee that has blanket travel authorization is expected to travel the major portion of each month that employee may be placed on permanent travel status. Upon determination of the employee's estimated monthly expenses, if such expenses exceed \$100.00, 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 semimonthly salary of the employee. 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.

3. Temporary Travel Advances - When temporary travel is authorized for an employee the employee may receive an advance for group and athletic recruiting travel or when specially approved by the Vice President for Business and Finance. If an exception is approved by the Vice President for Business and Finance, an amount equal to 80% of the estimated expenditures will be allowed as an advance; however, no advance less than \$100.00 will be made. Registration fees may be prepaid by the university by sending the completed registration form to accounts payable with the Request for Travel Authorization. Airline tickets may be paid directly by the university when reservations are made through the contracted travel agencies. Students traveling under individual authorizations or an employee who is responsible for disbursing all funds for student travel may be advanced 100% of the amount of the authorization.

4. Payroll Deduction Authorization - Each employee receiving a permanent or temporary travel advance for the first time must sign a Payroll Deduction authorization form which will allow the University to recover the advance from any salary owed the employee in the event of termination

of employment or failure to submit a Claim for Travel Expenses. 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 - Upon return, the employee should submit a Claim for Travel Expenses detailing his/her actual expenditures. This claim should show the total expenses incurred. The advanced amount should be subtracted from this total.

No advance should exceed actual expenses. If this does happen, however, the excess should be returned immediately 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. The Claim for Travel Expenses should be forwarded to the business office along with a duplicate copy of the cash receipt.

IX. Corporate Card

1. General - The University or State has established a corporate card account for certain University employees.

2. Membership - Corporate card are made available to designated employees, with the employees personally responsible to the credit card company for all amounts charged to the corporate card.

3. Advances - Travel advances, permanent or temporary, shall not be issued to any employee who is issued a corporate card, any employee who is designated but chooses not to apply for a Corporate Card, or any employee who has had his/her corporate card cancelled or was refused a card based on the vendor's credit requirements except for the following circumstances:

a) When an employee is traveling with a group of students and the employee is responsible for disbursement of all funds for the trip.

b) Special approval by the Vice President for Business and Finance.

4. Reimbursement - Reimbursement for travel expenses shall only be allowed for actual business expenses incurred, subject to the provisions of Section I, Item 6, and the maximum limitations shown on the Addendum.

5. Cancellations - The University and/or the credit card company may cancel an employee's corporate card at any time. In the event of cancellation of a corporate card, the University shall promptly notify the employee of the cancellation and use its best efforts to obtain the canceled corporate card and return it to the credit card company.

6. Termination - The University shall notify the credit card company if a corporate card member's employment is terminated, and the effective date of such action. The corporate card must be returned before the final payroll check is released.

X. Moving Expenses

1. Authorization

a) Payment of moving expenses must be approved in advance by the President or designee.

b) Approval of moving expenses may be made when the move is considered to be in the interest of the institution, and when such payment is a part of the employment negotiation with a new employee or the relocation of a current employee.

c) No moving expenses will be authorized or paid which would not qualify for a deduction under Section 217 - Moving Expenses - of the Internal Revenue Code.

d) Expenses and allowances as provided in these regulations shall not be allowed unless and until the employee agrees in writing to remain in the service of the institution for a period of twelve (12) months following the effective date of move, unless separated for reasons beyond his or her control and acceptable to the institution. For faculty on an academic or modified fiscal year basis, the employment service shall be one regular academic year of two semesters or the normal work period associated with a modified fiscal year appointment. The service agreement statement should be maintained in the employee's personnel file. In case of violation of such an agreement, including failure to affect the transfer, any funds expended by the institution for such expenses and allowances shall be recoverable from the employee concerned as a debt due the institution.

2. Expenses Subject to Payment/Reimbursement

a) Possible expenses subject to payment or reimbursement will be actual cost of moving household goods and personal effects, travel expenses directly associated with the movement of household goods and effects, and temporary storage of goods and effects.

b) The actual cost of moving goods and effects may include the cost of commercial moving companies, rental of moving vans/trucks and operating costs (gas) of these rentals, and the cost of packing/unpacking (including labor and materials). Moving and rental companies' insurance charges may be included.

c) Travel expenses directly associated with a move may include mileage of all owned vehicles and en route lodging.

Lodging may be covered for the employee and all immediate family members residing in the household. En route lodging may be provided for one night if the distance of the move is 400 miles or more, plus one additional night for each additional 400 miles. Lodging for one night at the destination may be permitted. Mileage and lodging will be consistent with the maximum rates provided on the Addendum. Travel expenses incurred when moving from one state to Tennessee will be reimbursed at the out-of-state rates. The standard Claim for Travel Expenses form shall be used for reimbursement of travel expenses.

For the purpose of these regulations, immediate family is defined as any of the following named members of the employee's household at the time he/she reports for duty at his new official station: spouse, children (including step-children, adopted children, or foster children) unmarried and under 21 years of age or physically or mentally incapable of supporting themselves regardless of age, or dependent parents of the employee and the employee's spouse.

d) If two or more members of an immediate family otherwise qualify for reimbursement or allowances under these regulations as Tennessee Board of Regents employees, only one member shall be eligible for employee reimbursement or allowances: the other is eligible for reimbursement as a family member.

e) Storage of household goods and personal effects may be allowed for a period not to exceed 90 days.

3. Arranging for Moving and Payment

- a) If the total moving expense authorized exceeds \$5,000 and if the institution agrees to pay all of the cost of a commercial mover, the institution must arrange for the mover through normal purchasing procedures. The vendor should be paid directly by the institution.
- b) In all other cases, the institution may require, at its option, that arrangements be made through its purchasing department or the employee may make the arrangements and seek reimbursement.
- c) Only arrangements made directly by the institution will be reimbursed directly to vendors by the institution. In other cases, the institution should reimburse the employee. Claims for reimbursement must be supported by an invoice.

4. Other Provisions

- a) Moving expenses will be paid or reimbursed only after a contract is executed between the employee and the institution. See Attachment C.
- b) All travel and travel expenses shall be accomplished as soon as possible, but in no event shall the effective date of the move to the completion of travel and transportation exceed twelve (12) months unless written extension is granted by the President. All payments or reimbursements must be made within twelve (12) months of the date employment begins for new employees or relocation occurs for relocated employees.
- c) The agreement on the amount of moving expenses to be paid, the type expenses to be paid, responsibility for arranging logistics, etc., should be clearly understood in writing between the employee and the institution.
- d) The institution shall assume no liability whatsoever for personal injuries, property damage, or other losses which may be sustained in connection with any moves undertaken pursuant to these regulations

XI. Exceptions

General - 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. The Chancellor delegates to the president the authority to grant exceptions to any part or all of the provisions of this policy in individual instances when deemed appropriate and necessary. One exception to the policy is provided **below**.

Exception No. 1

- a) Provisions for travel contained in this Exception Number One shall be applicable only to the Chancellor and his or her immediate staff, presidents of institutions, area school directors, and System employees traveling in their company. This exception corresponds with Exception Number Three of the Comprehensive Travel Regulations. All provisions of the Sections I through IX of this policy shall be applicable unless superseded by the following.
- b) Transportation: First-class travel on common carrier shall be allowed at the option of the above-designated persons when accompanying others not employed by the State who are traveling in first class accommodations.

c) 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.

d) Lodging:

i) In State and Out-of-State Lodging - Reimbursement for actual expenses for in state and out-of-state lodging will be allowed, subject to the maximum rate shown on the Addendum.

ii) When employees share a hotel room, each employee should claim a proportionate share of the room cost, and include an explanation with his or her travel claim detailing dates and other employees with whom the room was shared.

iii) If a room is shared with other than a state employee, actual cost subject to the maximum above will be allowed. The receipt for the entire amount should be submitted with the expense account.

e) Meals:

i) In State and Out-of-State Meals - A per day meal allowance is shown on the Addendum. For fractional days in travel status during in-state travel, the allowance will be prorated.

ii) Expenses for group breakfasts, luncheons, and dinners occasioned by meetings of long duration or by circumstances where it is more feasible to provide such meals than to recess the meeting may be allowed.

iii) Expenses for meals for employees occasioned by meetings called by the appropriate approving authority are allowed subject to the daily meal allowances indicated (see Addendum).

iv) Reimbursement of actual expenses for meals and related costs shall be allowable when acting as host to guests of the institution or other official business functions provided the purpose and the event are shown on a separate reimbursable expense statement. Receipts or other satisfactory evidence of payment must be attached to the claim. The above-designated persons may delegate the authority granted under this item to members of their staff provided such delegation is in writing. All reimbursement claimed under this authority shall be clearly identified and a special report submitted with each reimbursement request.

XII. Addendum

Middle Tennessee State University General Travel Policy

This Addendum provides the specific expense considerations cited in the general travel policy. 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. The following shall remain in effect from and after September 1, 2001, until revised by the Chancellor.

General Reimbursement Rates

Maximum amount for which receipt is not required for reimbursement. \$ 8.00

Maximum parking fees without receipt. \$ 8.00

Standard mileage rate \$ 0.32 per mile

Fees for handling of equipment or promotional materials \$ 20.00 per hotel

Reimbursement Rates for In State Travel

Lodging Level I Cities and Counties:

All other counties except those listed below as level II

Hotel/Motel per Day \$ 50.00 + tax

Meals and Incidentals per Day \$ 30.00

Day of Departure and Return 75% of M&I

Lodging Level II Cities and Counties:

Davidson Co., Hamilton Co., Knox Co., Shelby Co., Sullivan Co., Williamson Co., Gatlinburg, Johnson City, (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, Henry Horton, and Reelfoot Lake State Parks)

Hotel/Motel per Day \$ 70.00 + tax

Meals and Incidentals per Day: \$ 34.00

Day of Departure and Return 75% of M&I

Reimbursement Rates for Out-of-State Travel

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

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd04d.html>

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

Reimbursement Rates for Out-of-Country Travel

Lodging per day: Actual Expense

Meals per Day: Actual Expense

(M & I per diem of \$42.00 per day only to be used when receipts are not available)

Special Rates under Exception No. 1

Reimbursement Rates for Out-of-State Travel

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:

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd04d.html>

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

Reimbursement Rates for In State Travel

Lodging Level I Cities and Counties:
All other counties except those listed below as level II

Hotel/Motel per Day \$ 55.00 + tax
Meals and Incidentals per Day: \$30.00
Day of Departure and Return 75% of M&I

Lodging Level II Cities and Counties:
Davidson Co., Hamilton Co., Knox Co., Shelby Co., Sullivan Co., Williamson Co.,
Gatlinburg, Johnson City, (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick,
Fall Creek
Falls, Henry Horton, and Reelfoot Lake State Parks)

Hotel/Motel per Day \$ 75.00 + tax
Meals and Incidentals per Day: \$ 34.00
Day of Departure and Return 75% of M&I

XIII. Athletic Travel

This policy is established by the university in recognition of the unique characteristics associated with travel by athletic personnel and teams. The purpose of the policy is to address practical considerations for travel related specifically to the performance of intercollegiate athletic recruiting and athletic team travel. The policy shall apply only to these functions; travel for other purposes by athletic personnel shall be subject to the MTSU Comprehensive Travel Regulations. In addition, each institution shall comply with all pertinent regulations of the National Collegiate Athletic Association and the athletic conference of which the institution is a member.

1. Athletic Recruiting

a) **Travel Advances**

A "permanent" travel advance may be made to athletic staff members who engage in frequent travel. An advance request must be submitted in writing by the staff member for approval by the athletic director and president or his or her designee. The total advance may not exceed one-half of the staff member's monthly salary. The advance may be retained "permanently" by the staff member until the termination of employment or assignment to duties that do not involve frequent travel, at which time the institution shall be reimbursed for the advance. Any disallowed expenses will be absorbed by the staff member and will not change the amount of the outstanding advance.

b) **Reimbursement Rates**

The following reimbursement rates shall apply to athletic staff members in travel status for recruiting purposes:

- i) Meals will be reimbursed at rates within the provisions of the Travel Regulations.
- ii) Lodging will be reimbursed at rates within the provisions of the MTSU Comprehensive Travel Regulations.
- iii) Automobile Mileage:

(1) If a staff member has a "courtesy vehicle" provided reimbursement at a maximum, might be the rate allowed in the MTSU Comprehensive Travel Regulations for an employee using a personal car for his or her convenience.

(2) If a staff member does not have a vehicle provided, reimbursement will be at the maximum rate allowed under the Comprehensive Travel Regulations.

c) Approval for Travel

The following are subject to prior approval by the President:

- i) Blanket travel authorization for scouting or recruiting; and
- ii) The travel of visitors and guests at University expense for any occasion related to recruiting.

d) Guest Meals

The actual cost of guest meals may be claimed when incurred by a staff member in travel status for recruiting purposes. Such claims must be submitted in appropriate detail. Receipts are required.

e) Student Recruits

- i) Staff members are responsible for compliance with pertinent NCAA and conference rules regarding student recruits.
- ii) Lodging in campus facilities should 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, 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 director.

If necessary, staff members will be reimbursed at cost for off-campus meals, with reasonable 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. Automobile mileage may be reimbursed at the maximum rate allowed under the MTSU Comprehensive Travel Regulations for the use of a personal vehicle by a student recruit.

v) Entertainment expenses may be reimbursed at cost within NCAA and conference rules.

f) Other Travel Provisions

i) Except where provided specifically in this policy, no expenses may be charged to the University or athletic department. No university charge cards will be used. Staff members may make personal charge arrangements or use a personal charge card. The staff member will seek direct reimbursement from the University, but is responsible for payment of personal charges. Annual fees and interest charges for personal charges will not be reimbursed by the University.

ii) Mileage claims for use of personal vehicles by athletic department employees will follow procedures outlined in the MTSU Comprehensive Travel Regulations. For travel outside of the local area, any significant travel at the point of destination must be documented separately.

iii) If travel is by air, the cost of airport parking, mileage to and from the airport, or taxi fares to and from the airport may be claimed. Receipts must accompany claims for parking.

iv) Business related telephone calls may be reimbursed, but they must be documented separately, not included with lodging or other expenses. Local calls must be identified as "local business calls."

g) Team Travel

i) University officials and guests of the University who accompany the team on trips must be approved in advance by the President.

ii) In all cases, team transportation will be arranged through established University procedures, and travel itineraries are to be arranged in advance. Documentation must be maintained in the athletic department indicating that various cost alternatives have been explored before making all arrangements and reservations. However, if such arrangements are made by the University's purchasing office, that office should maintain the appropriate documentation.

iii) A team roster of all individuals on a particular trip must be included with the itinerary documentation for proper accounting and auditing purposes.

iv) A travel advance in the amount of 100% of the estimated trip expenses may be allowed. One person from the athletic department who is familiar with the travel regulations will be responsible for the advance and all bills connected with team travel.

v) Receipts are required for all team travel expenses.

vi) Lodging expenses shall not exceed the rates established by the MTSU Comprehensive Travel Regulations.

vii) Miscellaneous expenses, such as movies while on team trips, must be supported by receipts. Telephone calls by staff members for business purposes may be claimed with detailed documentation.

viii) Individual meals associated with team travel will follow the MTSU Comprehensive Travel Regulations.

ix) Team travel meals as listed below will be reimbursed at actual cost:

Breakfast or Brunch After-Game Meal
Pre-Game Meal Evening Meal

Reasonable gratuities will be allowed. Appropriate documentation and receipts are required.

x) All travel claims and requisitions for team travel must be approved in writing by the head coach and athletic director for their respective sports.

h) Exceptions

The Chancellor or his or her designee may approve exceptions to the requirements of this policy in appropriate cases.