

System-wide Policy: BT0003 - Policy Statement on Travel	
Version: 4	Effective Date: 10/23/2020

**BOARD OF TRUSTEES
POLICY STATEMENT ON TRAVEL**

PURPOSE

The purpose of this policy is to establish broad principles governing travel by University employees, members of the Board of Trustees, and other University guests, including the use and operation of aircraft owned by the university (hereinafter university aircraft")

TRAVEL EXPENSES

1. Except in the case of direct billing authorized by this policy or through the University's travel card program, the University shall pay travel expenses incurred by an employee or Trustee on a reimbursement basis and only upon submission of the written documentation required by University fiscal policies on travel. Under no circumstances shall the University pay a personal credit card statement issued to an employee or Trustee, even if the statement includes travel expenses incurred by the employee or Trustee on University business.
2. University fiscal policies on travel may authorize direct billing to the University for: (1) expenses associated with group travel to a University event; (2) airfare and conference registrations for employees or Trustees authorized to travel at University expense; and (3) other individuals authorized to travel at University expense.
3. The University will reimburse an employee or Trustee for economy airfare. No exception may be made to this principle without the prior approval of the State Comptroller and then only in the event of an emergency.

UNIVERSITY AIRCRAFT

1. University aircraft are to be used to conduct university business when it cannot be conducted more economically through the use of regularly scheduled commercial aircraft. Specifically, it is appropriate to use university aircraft when the destination is not served by commercial carriers; when the time required to use such a carrier interferes with university obligations; to avoid overnight stays; or when the number of officials and employees traveling makes the use of university aircraft cost effective.

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2. Time is an important consideration for the President, Vice Presidents, Chancellors, and other senior staff.
3. University guests may be authorized to travel aboard the university aircraft while on University business. The Chief Financial Officer and/or the General Counsel shall review and approve all guest use.
4. University aircraft donated by a private donor for the use of an athletics department may be used to conduct athletics business, including the fulfillment of contractual obligations of the athletics department to its coaches.
5. The Chief Financial Officer shall submit the flight logs each quarter to the Chief Audit and Compliance Officer to review for compliance with policy.
6. The Chief Financial Officer shall submit an annual summary report on use of university aircraft to the University of Tennessee Board of Trustees for review by the Finance and Administration Committee. The summary report should contain, at a minimum, information on users, destinations, maintenance performed and operating costs.

DELEGATIONS OF AUTHORITY

1. The Chief Financial Officer shall be responsible for the development and oversight of the University's fiscal policies on travel and use of university aircraft to ensure compliance with this Board policy statement.
2. The Chief Financial Officer shall be responsible for approving exceptions to the fiscal policies on travel and use of university aircraft. The Chief Financial Officer may delegate this approval responsibility in writing to other University officials; however, the following exceptions are subject to specific approvals that cannot be delegated:
 - (a) Exceptions for the Chief Financial Officer must be approved in writing by the President in advance of any reimbursement and reported to the Audit and Compliance Committee at its next meeting;
 - (b) Exceptions for the President or employees in the President's office must be approved in writing by the Chief Financial Officer or the Chair of the Audit and Compliance Committee in advance of any reimbursement

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and reported to the Audit and Compliance Committee at its next meeting;

- (c) Exceptions for officers of the University, as defined in the Bylaws of the Board, must be approved in writing by the Chief Financial Officer in advance of any reimbursement and reported to the Audit and Compliance Committee at its next meeting;
- (d) Exceptions for Trustees must be approved in writing by the Chair of the Audit and Compliance Committee in advance of any reimbursement and reported to the Audit and Compliance Committee at its next meeting; and
- (e) Exceptions for the Chair of the Audit and Compliance Committee must be approved in writing by the Chair of the Board of Trustees in advance of any reimbursement and reported to the Audit and Compliance Committee at its next meeting.

3. The Chief Financial Officer and his or her delegee(s) are not authorized to approve any exception that would be contrary to federal or state law.

COMPLIANCE WITH LAW

University fiscal policies on travel and aircraft use shall be in compliance with any applicable federal and state law and regulations and with this Board policy statement.

Related Policies:

F10705 Travel

History:

Adopted	06/24/2004
Revised	10/09/2009
	06/21/2019
	10/23/2020