



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Knoxville Campus Policy: FI0531-K Travel Card Procedure	
Version 1	Effective Date: 06/17/2022

Objective

To provide guidance on use of travel cards for business meals at the employee's official location.

Scope

This procedure applies to use of travel cards for non-travel related expenses.

Roles

Employee use of travel cards must comply with policy. Supervisors monitor compliance as travel and expense statements are reviewed and approved.

Procedure

- I. Fiscal policy FI0531 – Travel Cards, allows for the use of travel cards for business meals at the employee's official location, in compliance with campus procedures.
- II. This procedure defines the following allowable business meals with third parties:
 - A. Meals with job candidates;
 - B. Meals with third party collaborators
- III. The travel card may not be used to pay for local events, entertainment, conferences or any other departmental activities unrelated to travel status.

Penalties/Disciplinary Action for Non-Compliance

Failure to comply could result in loss of travel card privileges and possible disciplinary action.



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Responsible Official & Additional Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	UTK Finance & Administration	865-974-4204	Associate Vice Chancellor, Finance & Administration The University of Tennessee, Knoxville (utk.edu)
Policy Training	UTK Finance & Administration	865-974-4204	Associate Vice Chancellor, Finance & Administration The University of Tennessee, Knoxville (utk.edu)

Related Policies/Guidance Documents

FI0405 - Procurement and FI0420 - Contracts, FI0531 Travel Card, FI0715 - Entertainment, Group Arranged Events, Food and Housing Purchases for UT Sponsored Conferences and Seminars