

System-wide Policy: FI0705 - Travel	
Version: 30	Effective Date: 08/02/2018

FI0705 – Travel

Topics:

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Objective:

To provide policies for traveling on official business for the University of Tennessee.

Policy:

General Policy

1. **Business Purpose** - The travel must be necessary to execute official university business or educational objectives. Professional meetings, conferences, or workshops must be directly connected to the individual's duties and role within the university.
2. **Full Access** - The Tennessee Civil Rights Act of 1990 prohibits official university activities in locations, establishments, or commercial facilities that do not grant full access or

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membership rights and privileges to individuals based on sex, race, creed, color, religion, ancestry, national origin, or disability. No university funds may be paid to such facilities, and employees may not be reimbursed for using these facilities.

3. **Compliance - When traveling, employees should be as conservative as circumstances permit.** Reimbursement for travel will be based upon the most direct or expeditious route possible. Employees traveling by an indirect route will be personally responsible for any extra expense incurred. It is the responsibility of the employee to be familiar with and adhere to established travel policies. Deliberate disregard of these regulations while traveling on university business or filing of an intentionally misleading or fraudulent travel claim is grounds for disciplinary action, including termination of employment.
4. **Grant and Contract Travel** - Travel expenses for grant or contract (restricted funds) will be paid in accordance with the provisions and reimbursement limitations of university travel policies unless otherwise stipulated by the grant or contract with the exception of airfare. Only coach airfare will be reimbursed regardless of the funding source.
5. **Travel Exceptions** - The campus/institute business officer (or designee) and the university treasurer (or designee) must approve any exceptions to this policy with the exception of lodging exceptions. Lodging exceptions only require the approval of the campus/institute business officer.
6. **Travel Supplements** – The following travel supplements apply additional policies and procedures.
 - [Travel Supplement One \(Senior-Level Administrators\)](#)
 - [Travel Supplement Two \(Board of Trustees\)](#)
 - [Travel Supplement Three \(Athletic Departments\)](#)
 - [Travel Supplement Four \(UT Pilots, Co-Pilots, Crew Members\)](#)

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7. **Student Travel** - All student travel must be reimbursed in accordance with [FI0535 - Student Payments \(Non-Employment Related\)](#) and, if applicable, reported to the campus financial aid office.

8. **In-route expenses** – Traveling to and from a business meeting or event is limited to one day each way prior to and after the event for domestic travel and two days for international travel. Additional expenses related to flight delays and cancellations are reimbursable and do not need to be processed as an exception.

9. **Travel Agency** – World Travel Services Inc. is the university's travel agency and employees are encouraged to use them to ensure that they receive negotiated discounts, required supporting documentation and assistance in complying with policy. [Concur Solutions](#) is the online self-service booking tool provided by World Travel and is available to all employees. Expenses associated with other travel agencies, including on-line booking tools will not be reimbursed.

10. **Travel Packages** - The university will reimburse employees when a travel package (airfare, lodging and rental car) is purchased to obtain the best overall cost for a trip. The package, however, must not contain any expenses not allowed by fiscal policy, including first-class airfare, or lodging that exceeds the per diem for the location of travel. The receipt must provide an itemization of each expense and the **class of airfare must be documented**. Booking and/or travel agency fees associated with these are not reimbursable, unless they are done through the university's travel agency.

11. **Honorariums** - University employees who engage in professional activities (such as speaking engagements or serving on accreditation committees) as representatives of the university occasionally receive honorariums from outside organizations. In such cases, if the university reimburses the employee for the travel expenses, the employee must remit the honorarium in full to the university. The honorarium will then be credited to the account charged for the travel expense. If the university does not pay the travel expenses, the employee may retain the honorarium. Employees cannot be

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reimbursed for the same travel expenses from an outside organization **and** the university.

Air Travel

12. **Coach Fare** - In accordance with T.C.A 49-7-130, reimbursement for airfare will be limited to coach fare. No business, “business select”, or first class fares will be reimbursed. If an employee elects to purchase these fares, they will be reimbursed the cost of a standard coach ticket. Support for this cost must be obtained through a quote in the manner described in #20 below. **Note:** If a coach fare is not available, the employee should purchase the ticket through World Travel Services Inc. who will document the lowest available fare. The employee will be reimbursed the lowest available fare and the reimbursement does not have to be treated as an exception.

13. **Receipts** - The cost of the ticket must be supported by the original receipt. The receipt must contain the name of the passenger, dates of travel, complete trip itinerary (including departure and arrival times), amount, and the name of the airline. Additionally, the receipt must contain the class of service that will be identified by either the word "coach" or "economy," or an economy/coach airfare letter (e.g., W, S, Q, L, etc.). Employees may be reimbursed for non-refundable and international airline tickets before the departure date. The itinerary must be attached regardless of who is paying for the expense.

14. **Unused Tickets** - Any unused ticket or any portion of an unused ticket must be processed for a refund, if possible. If the airline will not provide a refund, the value of the ticket must be applied to a future business trip. The traveler is responsible for managing and controlling this process but departments must also attempt to apply the value of the unused ticket to another traveler’s airfare, if possible. After six months, the University may apply the credit to any traveler's airfare. Costs associated with using the unused ticket, such as change fees will be reimbursed. Using unused tickets for personal travel is prohibited and may result in disciplinary action including termination.

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15. **Airline Fees** - Fees imposed by the airline industry such as seat assignment fees, boarding pass fees, luggage fees and similar fees will be reimbursed, provided a receipt is furnished.
16. **Airport Parking** - Parking receipts must list the vendor, date and amount. The employee can be reimbursed for one of the following for traveling from their official workstation or residence to and from the airport:
- a. mileage for one round trip and airport parking
 - b. the cost of one round trip taxi fare
 - c. mileage for two round trips and short-term parking when driven by a friend or relative.
17. **Fly America Act** - Federal grant sponsors require awardees to make use of U.S. flag air carriers even if foreign air carriers are cheaper or more convenient unless one of the following circumstances apply:
- a. For travel originating in the United States, if a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from the origin to the destination, the traveler must use the U.S. flag air carrier service unless such use would extend travel time, including delay at origin, by 24 hours or more.
 - b. For travel originating both within and outside of the United States, if a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between the origin and the destination, the traveler must use a U.S. flag air carrier unless, when compared to using a foreign air carrier, such use would:
 - 1. Increase the number of aircraft changes that must be made outside of the U.S. by two or more
 - 2. Extend travel time by at least six hours or more or
 - 3. Require a connecting time of four hours or more at an overseas interchange point.

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Most federal agencies accept code-sharing agreements between the U.S. and foreign air carriers when the U.S. carrier's designator and flight number are identified on the ticket or documentation. When the code share is between a U.S. air carrier and a non-U.S. air carrier, the ticket stock or documentation for electronic tickets must identify the U.S. airline's designator code and flight number as the marketing carrier to comply with the Fly America Act. An example of this is: UA 1002 (Operated by LH 1224) where UA = United Airlines (U.S. Carrier) and LH = Lufthansa (non-U.S. Carrier) Transportation also may be provided by a foreign flag air carrier if the transportation is provided under an air transport agreement between the United States Government and a foreign government, which the U.S. Department of Transportation has determined meets the requirements of the Fly America Act. The U.S. Government has entered into several air transport agreements, called "Open Skies" agreements, which allow federally funded transportation services for travel and cargo movements using foreign air carriers under certain circumstances. For information on "Open Skies" agreements to which the United States is a party, please refer to the General Services Administration's website at <http://www.gsa.gov/portal/content/103191>.

Some funding sources may have policies that are more restrictive. Travelers using federal funding sources must comply with the most restrictive of the applicable policies.

18. **Chartered Aircraft** – The University Flight Operations has contracts for charter flights and will coordinate all charter flights for the university. See [BT0019 - University Aircraft](#). Generally, university faculty and staff whose duties require travel will use commercial carriers or a university-owned aircraft. A chartered aircraft, however, may be used if time and/or distance preclude ground travel, if commercial air service is either unavailable or does not meet the needs of the traveler(s), or if a university-owned aircraft is unavailable.
- a. The chief executive officer of each campus or institute should assign the following duties to a responsible official: (a) reviewing and approving requests

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- for charter air services, (b) scheduling charter flights with Flight Operations, and (c) 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 Flight Operations 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.
 - d. The charter company must provide the System Office of Risk Management with a certificate of liability with the aircraft liability limits or at least \$50,000,000 and name The University of Tennessee as an additional insured and include a waiver of subrogation in favor of The University of Tennessee.
 - e. Charges for charter services will be billed to Flight Operations who will distributed them to the appropriate departmental accounts by internal transfer.
 - f. Individuals will not be reimbursed for charter air services.
- 19. Employee-owned Aircraft** - To be reimbursed for the use of employee-owned aircraft, the employee must request and receive advance approval from the System Office of Risk Management and have the following documents on file with them:
- a. Current copy of FAA Certificate of Airworthiness
 - b. Current copy of pilot's license and supporting documents indicating the employee has a certification appropriate to the aircraft and weather conditions being flown
 - c. A current Certificate of Insurance evidencing aircraft liability insurance in the amount of at least \$1,000,000 and naming The University of Tennessee as an additional insured while the aircraft is being used on approved university business. A waiver of subrogation in favor of the university should be included in the certificate of insurance.
 - d. Signed acknowledgment by the employee that the university will not be responsible for any loss or damage to the employee's aircraft.

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The required documents must be filed with Risk Management prior to any travel using a private, employee-owned aircraft for approved university business. The traveler must provide a memo or e-mail with their travel reimbursement request from the Risk Management stating that all of the required documentation is on file or their request will be denied. See the [TRAVEL REIMBURSEMENT RATE SCHEDULE](#) for applicable rates.

The purchase of insurance required by this section is not intended to waive sovereign immunity or any employee's immunity. University employees are not authorized to waive any rights under Tenn. Code Ann. §§ 9-8-307(b) and (h) absent the express consent of the State. In the event of a lawsuit arising out of an employee's use of a private, employee-owned aircraft for approved University business, only the Attorney General's Office, or its delegate, will assert the § 9-8-307 defenses on behalf of the individual state/university employee(s), if applicable, and the sovereign immunity defense on behalf of the State. The purchase of the insurance required by this section is made pursuant to Tenn. Code Ann. § 9-8-307(e) and is intended to conform the monetary amount recoverable against the State in the Tennessee Claims Commission to the insurance policy limits; it is not intended to expand the subject matter jurisdiction of the Claims Commission.

20. Comparison Quotes - A comparison quote must be obtained for airfare when any of the following circumstances prevails:

- a. Personal travel is combined with business travel and includes additional destinations. If there is not an additional destination, the airfare is reimbursable and a quote is not needed.
- b. Leaving from a destination other than the official station or flying into a city other than the business destination.
- c. A first, business, business select class ticket has been purchased.
- d. Mileage of 1,000 miles or more is being claimed for out-of-state travel for one person, without multiple destinations or the need to transport cargo.

A comparison quote of the standard coach price (for the business portion only) must be obtained from the same source using the same carrier and on the same day the original

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ticket was purchased. A quote obtained after the date the ticket was purchased is not considered sufficient support of savings. If a quote is not obtained at the time the airline ticket is purchased, a quote for the standard coach fare (from the same carrier and day of the week) for the business portion only with at least a 21 day advance purchase will be used to determine the amount of reimbursement. Additional charges such as car rentals, lodging, mileage and meals should be included in determining the least expensive route. Instances where a qualifying quote is provided should not be treated as an exception. For example: an employee travels to a conference in Orlando on Monday July 1 and instead of returning on Thursday to his official station they travel to Tampa and return on Saturday from Tampa. The traveler should get a quote on the day that they purchase their ticket showing the cost of just traveling to the conference and back to their official station. If they fail to obtain this quote, they need to attempt to recreate the cost of just attending the conference by obtaining a quote at least 21 days out, departing on a Monday, returning on Thursday to their official station and using the same airlines. They will be reimbursed the lesser of the cost of their ticket or the quote for the business only flight.

Automobile/Ground

21. **University Owned Automobile.** A university-owned automobile should be used when available. Whenever possible, gasoline and oil should be purchased from university motor pool facilities. A gasoline credit card is provided with the automobile to use when these resources are not available. If the provided credit card is not used, gas receipts must be processed on the expense report. The use of university vehicles is restricted to the continental U.S. See [FI0725 - Use of University Vehicles](#).

22. **Personally Owned Automobile.** A personally owned automobile may be used for official travel. The Travel Expense Report must indicate the traveler's itinerary and show the official business mileage. If an indirect route is used, mileage as indicated in the Rand McNally Road Atlas or a comparable mileage table will be considered official. See the [TRAVEL REIMBURSEMENT RATE SCHEDULE](#) for the mileage rates. In lieu of mileage, gasoline purchases can be claimed, as long as the total is not more than the mileage

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charge. The actual receipt for the gas purchase must be submitted with the reimbursement request.

- 23. **Vehicle Allowance/Courtesy Cars** – Employees receiving a vehicle allowance or a courtesy car will be reimbursed the [Government Furnished Automobile](#) regardless of which car they used. Individuals assigned a university car for personal use are not eligible for a mileage reimbursement.

- 24. **Flying vs. Driving** – The choice of flying versus driving is influenced by distance, time, cost and one’s preference. When the destination is out-of-state and flying is the economical choice but one chooses to drive and the round trip is 1,000 miles or more, the reimbursement may not exceed the cost of the lowest available airfare from the same points of origin and destination plus associated estimated costs for parking, and ground transportation. The traveler must obtain an airfare quote in accordance with the guidelines in paragraph 20, if they are claiming 1,000 miles or more and the destination is out-of-state. The quote should be obtained on the date that the trip request is approved or at least 21 days prior to the trip. This requirement does not apply if two or more employees are traveling in the same vehicle, if there are multiple business destinations, or if the traveler is required to transport large amounts of cargo for university business.

- 25. **Local Mileage** - Reimbursement may not be requested for commuting from the traveler's home to their official station regardless of the frequency of these trips per day or if it occurs after business hours or on weekends. Requests for local mileage reimbursement must be submitted on the Travel Expense Report along with a daily log that includes the specific origin and destination of each trip, number of miles (from MapQuest or similar source), and the purpose of the trip must be specifically identified (see below). The total mileage from this log should be attached to the Travel Expense Report. Reimbursement requests for local mileage should be submitted no more than once a month.

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Required Log for Local Travel:

Date	Origin	Destination	Purpose	Mileage
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26. Automobile Rentals - Rental cars are permissible when flying to a business destination and it is less expensive than alternative means of transportation (taxi, Uber, train) or when convenience or safety issues justify the additional cost. The total of the rental including parking and gas should be considered. Travelers are encouraged to use the [Concur online booking tool](#) or the university’s travel agency to book rental cars.

Restrictions related to rental cars include:

- a. **Rentals at official station** - When it is necessary to rent a vehicle at an official station, actual expenses will be reimbursed provided a rejection slip is obtained from the motor pool and submitted with the Travel Expense Report. If there is no motor pool operation serving the employees official station, such statement will satisfy this condition. If a rejection slip is not obtained, reimbursement will be the lesser of the total rental expense (including gas receipts) or the amount determined by using the standard mileage rate and the number of official miles driven. Employees may not claim the standard mileage rate, when the rental expenses were lower.
- b. **Refueling Rental Vehicles** – The **Pre-Paid or Fuel Service Option** is **not** permissible, since the traveler is charged for a full tank, regardless of the miles driven. This is not allowed without getting an approved travel exception. The traveler has two options for refueling rental vehicles.
 1. Whenever possible, travelers should refuel the automobile prior to returning the automobile. Gas receipts should be obtained and submitted with their reimbursement request.
 2. Travelers using the university's agreement with National/Enterprise may use the **Refueling Option**, (which allows you to return the car without a full tank) and an exception is not required. **With the refuel option, you are just paying to refuel the car to full. National/Enterprise will charge the local price per gallon plus .25 cents per gallon for this convenience and it is an allowable expense.** The refueling option is not permissible

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with other car rental agencies, since we have discounted pricing with National/Enterprise.

- c. **Rental of Luxury Vehicles.** When renting a vehicle, the traveler should select the most economical vehicle that serves their needs. The rental of luxury class vehicles is prohibited.

- d. **Insurance** – All insurance associated with car rentals should be declined and will not be reimbursed, with the exception of the collision damage waiver coverage for international car rentals. Travelers are encouraged to purchase this coverage for all international rentals. For domestic rentals through National/Enterprise, collision damage waivers are included in the agreement, if the vehicle is rented for business use. Reservations **must** be made through our Travel Agency or the [Concur booking tool](#) to obtain this coverage. In the event of any damage to a vehicle being used for business, the employee must report the damage immediately to the System Office of Risk Management. When physical damage occurs, the employee's departmental account or other responsible account will be responsible for the first \$1,000 of the loss.

- e. **15 Passenger Vans** - Rental of 15 passenger vans is prohibited due to safety reasons.

27. **State of Tennessee Car Program** – Employees stationed in Nashville are permitted to use the State of Tennessee’s motor pool operation. They must work with the appropriate State and University officials to ensure that the charges are properly billed to their department.

28. **Tolls** - Toll fees will be reimbursed when necessary and toll charges added to rental car charges for toll pass devices are also reimbursable.

29. **Ground Transportation** - If an individual travels by air, reasonable taxi, bus, ride-share (Uber, Lyft), or shuttle, charges to and from airports can be reimbursed. Reasonable taxi

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fares will also be allowed for travel between lodging and meeting sites and to and from restaurants. Receipts are required for expenses over \$10 for ground transportation. Regardless of the amount of the fare, the destination and reason for each fare reimbursement claimed must be listed on the Travel Expense Report. Claiming expenses that were not incurred is considered theft and employees will be subject to disciplinary action, including termination. Credit card statements showing ground transportation charges can be submitted as reimbursable receipts.

30. **Parking** - Charges for routine parking while on travel status will be reimbursed. Receipts must be furnished for parking fees over \$10.

Cash/Travel Advances

31. **Process** – Cash/Travel advances may be obtained when university travel would impose a financial burden for the employee or student traveling on university business. Advances from university funds constitute a loan to an individual. [A Travel Advance Form \(Form T-41\)](#) must be completed to determine the amount of the advance. The form must be attached to the trip request in IRIS and received by the appropriate business office in enough time to allow for audit, processing, and disbursement of funds. Advances in excess of \$10,000 require additional approval by the campus/institute business office with the exception of athletic travel. Normally, a cash advance will not be made more than ten days before the travel departure date and will be direct deposited into the traveler’s bank account. Direct deposit is only available for University employees and UT students who have been created in IRIS. Upon completion of the trip, the traveler must submit a Travel Expense Report. The amount of the advance will automatically be deducted from the total expenses incurred. If the advance exceeds the total expenses, the employee must reimburse the university within 30 days or the funds will be withheld from their next payroll check or future business reimbursements to the employee. By requesting a travel advance, the traveler is authorizing this deduction. Employees who fail to settle their advances within 30 days may forfeit future cash advance privileges.

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32. **Limits** - Advances are limited to a maximum of 100% of estimated reimbursable travel expenses less airfare and car rental, since these can be billed directly to the university.

Conference Registrations

33. **Options** – Conference registrations can be processed using one of the four processes described below. They should not be processed more than six months prior to the event unless an “early bird” rate applies and it is documented. Expenses such as golf outings, cruises or attendances by spouses are not permissible unless approval has been obtained from the campus/institute chief business officer.

- a. **Advance Payment by the University** - To process, a [Conference and Seminar Registration Prepayment Form - T-30](#) must be sent to the appropriate business office two weeks before the payment deadline. In addition, if on-line registration requires a user id and password, include the appropriate conference log-in information (**NOT YOUR UT OR IRIS NETID AND PASSWORD**) on the Form T-30 or invoice. To initiate the payment, an approved Travel Expense Report must be in the IRIS Travel system with the expense type "Reg/Conf/Train Company Paid" showing the amount of the registration. The department is responsible for making this entry on the Travel Expense Report and for recording the trip number on the Form T-30. All applicable documents (T-30, conference material and/or invoices) must be scanned and attached to the Travel Expense Report in the IRIS Travel System. These will then be routed through workflow to the applicable business office for approval and processing.

- b. **Invoice** - When an invoice is used, the invoice must be billed to the university and contain (1) the name of the individual attending the conference, (2) date and location of the conference, and (3) an itemization of all items included in the fee. IF THIS INFORMATION IS NOT INCLUDED ON THE INVOICE YOU WILL NEED TO SEND THE BACKUP DOCUMENTATION YOU WOULD NORMALLY SEND WITH THE T-30. This invoice can be processed either before or after the conference. The Form T-30 must be accompanied by documentation (i.e., brochure) to support the cost of a registration fee and must specify the

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amenities included (for example, lodging, meals, membership fee). The documentation should also include conference dates, location and hotel name.

- c. **Paid by and Reimbursed to the Employee.** Employees may pay registration fees with personal funds either in advance or at the conference site. This expense is reimbursed via a Travel Expense Report upon completion of the trip. An itemized receipt for the registration must be attached to the Travel Expense Report. The employee will not be reimbursed prior to the trip.

- d. **Paid by Departmental Procurement Card** – Departments may pay for conference registration fees with a departmental procurement card. A receipt detailing all of the charges on the procurement card must be submitted with the other travel expenses and recorded as company paid. Other expenses related to the conference will not be reimbursed unless the conference receipt and itinerary or similar document showing if meals were provided has been properly submitted. Departments may either reference the trip number on their procurement card reconciliation or they may file another copy of the conference registration with their procurement card statement.

34. Meals and Lodging Included – In some instances, meals and lodging will be included in the registration fee. In these instances the following criteria must be met before they can be purchased:

- a. The lodging and meals must be part of a package and listed in the registration materials.

- b. The payment must be to the vendor who is collecting the registration fee.

- c. The items must be directly related to the official purpose of the conference. Extra fees for golf outings, historical tours, sporting events and similar items are not reimbursable unless approved by the chief business office or designee.

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- d. For meals and other items purchased at the event, an itemized receipt must be obtained.

Direct Bill of Airfare and Car Rental

35. **Direct Bill of Airfare and Car Rental.** Departments may purchase airline tickets and car rentals through a direct billing process for employees, students, prospective athletes, members of a University sponsored group or team and non-employees authorized to travel at university expense. These expenses will not be paid more than six months in advance.
- a. An [APPLICATION FOR DIRECT BILL OF AIRFARE \(FORM T-25\)](#) must be forwarded to the appropriate business office before the travel dates. A Travel Request must be processed in IRIS, if the travel is outside the State of Tennessee.
 - b. After receipt of the request to purchase airline tickets, the appropriate business office will issue a travel authorization (TA) number to the travel agency. The department should call the travel agency to arrange for the purchase of their ticket and/or rental of the car or they may use the [online booking tool Concur](#).
 - c. The original invoice is sent to the Treasurer's Office for payment and they will post the charges to the departmental ledger as an SA document. The traveler's name and travel authorization number will be included with this transaction. Upon completion of a trip, departments must enter the amount of the airline ticket and/or car rental in the individual's Travel Expense Report as company-paid and attach a copy of the airline ticket and/or car rental invoice. They should not claim reimbursement for the airfare or car rental, since it was paid by the university.

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Travel involving additional destinations for personal reasons, business or first class tickets, or leaving from a destination other than the traveler's official station may not be purchased through direct bill. **International Travel**

36. **Rates** - Reimbursement rates for lodging, meals, mileage, and incidentals will be in accordance with the Federal rates (OCONUS) for the city and country for all international travel. Note: OCONUS rates for lodging include all taxes; therefore reimbursements are limited to the OCONUS rates for that city and country.
37. **Receipts** - Pertinent information on international receipts must be translated to English and signed by the person who translated the documents.
38. **Conversion to U.S. Dollars** - All amounts in IRIS are in U.S. dollars. Any currency conversions must be done outside IRIS. The conversion rate and computation must be shown on each receipt, or the conversion can be calculated on a conversion website and attached to each receipt. The conversion rate and date must correspond to the date shown on the receipt (i.e., conversion rate - 9/01/08; receipt date - 9/01/08). The recommended website for conversions is OANDA - <http://www.oanda.com/>. The 'average' bid rate should be used. Conversions shown on credit card statements are also acceptable, if they contain the amount claimed and are attached to each receipt. Credit card purchases do not need to be converted to dollars, since the credit card does this automatically. International credit card transaction fees are reimbursable. A credit card charge that combines all hotel charges (lodging, taxes, food, internet, etc.) should be prorated based on the hotel receipt and the applicable policy for that expense type.
39. **Passports and Visas** - Fees and expenses incurred for the purchase of passports and visas for university business travel will be reimbursed prior to the trip. Expenses, including a receipt for the passport or visas, must be fully documented. Expenses related to passports, birth certificates, and visas as a condition of employment are considered a personal expense.

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40. **Immunizations** – Immunizations and vaccines associated with international travel for university business are reimbursable.

41. **Insurance** – Any type of international travel insurance that is required by a campus/institute is reimbursable. **Lodging**

42. **Non-Conference Lodging** - Lodging expenses will be reimbursed subject to the maximum amounts shown in The U.S. General Services Administration's Per Diem Rates or the negotiated rate with a [University Preferred Hotel](#). Receipts are required and must include the address of the hotel, name of the individual occupying the room, the daily room charge, applicable tax, and total charges. World Travel Services (the university's designated travel agency) can assist travelers in locating CONUS rates. In the event World Travel cannot secure a CONUS rate for a trip, a World Travel consultant will document that a CONUS rate is not available and the rate booked is the lowest reasonable rate available at the time of the booking. The documentation will be in the form of an e-mail and must be attached to the reimbursement request along with the hotel receipt. **Travelers who use this process will not be required to process the lodging as an exception.** NOTE: The reimbursement rate for lodging and meals is based upon the city where the employee spends the night. Therefore, the address including the zip code of their lodging location must be listed on their expense reimbursement request.

Short-term rentals from services such as Airbnb, Vacation Rental by Owner and others are allowable if the cleaning fees, service fees and other charges do not exceed the applicable CONUS rate. The traveler is responsible for any charges related to damages incurred during their stay. Receipts for these rentals must be from a company that rents the property.

43. **Long-Term Lodging** - Employees on a travel status for more than two weeks may elect to rent an apartment rather than stay in a hotel. Department head approval is required prior to renting an apartment. The cost of the apartment including the rental of furniture and payment of utilities must not exceed the standard university lodging per

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diems. The rental agreement must be in the name of the employee and they are liable for all resulting fees, damages and penalties.

44. **Conference Lodging** - Employees attending a conference, seminar, or group meeting where a block of rooms has been negotiated will be reimbursed for room and tax at the conference or group rate. A conference brochure/agenda or other documentation must be attached to the reimbursement request and contain the name of the designated conference and/or overflow hotel(s) and the applicable room rates. The absence of the room rate in the conference brochure/agenda will limit the reimbursement to the CONUS/OCONUS rate.

In the event the employee lodged in a hotel of their choice, the amount of the reimbursement will be limited to the rate of the conference hotel, documented by conference literature, and attached to the expense report. As long as the lodging rate is equal to or less than the conference hotel rate, the reimbursement request does not need to be treated as an exception. In the event the conference materials do not contain a conference-lodging rate, CONUS/OCONUS rates will be applicable.

45. **Sharing A Room** – When two employees authorized to travel on university business share a room, each employee should pay for their own lodging and request their own receipt. They are entitled to a combined applicable CONUS or OCONUS lodging rate and this doesn't need to be treated as an exception. If it is not possible to get separate receipts, one employee may pay the entire amount and claim the expenses. In these instances, the Travel Expense Reports for both employees must identify the others name, personnel number and trip number and the person incurring the expense will be reimbursed.

46. **Hotel Fees** - Early departure, late check-out and other hotel fees will be reimbursed, provided an explanation and a receipt are obtained.

47. **Deposits** – Hotel deposits will be reimbursed prior to a trip, if required by the terms in a contract or if deposits are standard practice for the event. Non-refundable advance

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purchase rooms are discouraged. The university will also pay invoices from the hotel if the rates comply with policy or an accompanying agreement.

Meal Allowances

48. **Rate** - Daily meal allowances are provided in the [TRAVEL REIMBURSEMENT RATE SCHEDULE](#). The meal allowance will be in accordance with the per diems for locations of travel and will be based upon the city where the employee spent the night.

49. **In-route days** - Reimbursement for meals for the day of departure and the day of return will be 75% of the normal reimbursement rate regardless of the time of departure or return. If one trip ends and another begins on the same day, meal deductions should be made on one of the trips and noted on both trips so that the traveler is not reimbursed more than 100% of the meal allowance for that day.

50. **Meals Provided During a Trip** - When a meal is provided by a conference, donor, or others, the traveler must deduct the corresponding meal from their reimbursement request in IRIS. A partial meal allowance is available when meals are provided as a part of a registration fee for a conference, seminar, or workshop or as part of entertainment. No meal allowance is available if the registration fee includes all meals for that day. Conference registration material showing the meals being served must be submitted with the travel reimbursement request before the reimbursement request will be processed. If the traveler was in route to or from the destination city of the event and missed the provided meal, they may claim the meal allowance for the meals they missed. Continental breakfasts that may be included in a registration fee are not considered a meal. A continental breakfast is a light breakfast typically consisting of coffee, cereal and pastries. If the traveler elects not to eat a conference provided meal, the deduction should still be taken. Otherwise, the university is purchasing the same meal twice. The deductions for meals provided are based on a full-day meal rate as follows

Breakfast	20%
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Lunch	30%
Dinner	50%

51. **Meal Allowance for One-Day Trips** - Travelers are entitled to 75% of the meal per diem for one-day travel from their official station, if it is 12 hours or longer.

Non-Employee Travel

52. **Guests** – Guests travelers are individuals not employed by the university, who are incurring travel expenses at the invitation of the university. These could be researchers, job candidates, students, and speakers. Any guest with expenses must be entered into the IRIS HR system as a Guest Traveler and assigned an employee number. An e-form is now available to request the personnel number for a guest traveler. A [GUEST TRAVELER WORKSHEET](#) is available for collecting the guest information for entry into IRIS. A Travel Request is required for all out of state or foreign travel.

- a. **Non-resident Alien Guests** – Guests must submit a copy of their visa as a part of reimbursement documentation. Non-resident alien guests must submit the following items for any direct bill items or expenses:

UT Independent Contractor/Guest Traveler Form	
Passport	before activity
Visa (if required)	before activity
I-94	while in US
W8-BEN	before activity

- b. **Destination** - If a guest traveler's destination is somewhere other than a university location, the benefit to the university for the visit must be explained.
- c. **Meal Allowance** - The meal allowance will be reimbursed in accordance with applicable per diems.

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- d. **Lodging** - Lodging should be arranged at a hotel or motel that honors State or CONUS rates. If such rates are not available, actual lodging expenses will be reimbursed or can be direct-billed to the university.
- e. **Transportation** - Guests are covered under the university's automobile liability insurance for business use and the university's rental car coverage through Enterprise/National. Additional insurance to cover personal exposure is at the discretion of the guest, but not reimbursable by the university.
- f. **Individuals Accompanying a Guest** - Travel expenses for spouses accompanying a job candidate for a university position are reimbursable and do not have to be entered as an exception. Expenses associated with all other individuals who are accompanying guest travelers must be entered in IRIS as "Other Exceptions to Policy" on the guest's Travel Expense Report with an explanation given in the Comments section. These expenses require approval from the campus business officer and the chief financial officer and it is prudent to obtain advance approval before these expenses are incurred and/or submitted in IRIS. Expenses associated with individuals other than their spouse may also be considered taxable and the university might be required to report these payments to the IRS.
- g. **Signatures** - In situations where the guest cannot sign their reimbursement request, a faxed, signed copy or an e-mail from the traveler approving the amount to be reimbursed will be accepted. [A TRAVEL EXPENSE REPORT \(FORM T-3\)](#) may be used to document the expenses incurred and verification from the traveler.
- h. **Former Employees** - Anyone who has a personnel number in IRIS but is in a withdrawn status at the time of the travel should be rehired as a guest traveler through IRIS and their travel processed through IRIS. If they are in an active status at the time of the travel, it should be processed through IRIS.

53. **Contractors** - Contractors who are being reimbursed travel expenses in accordance with a contract or other agreement must be paid using the IRIS transaction ZAP_Entry and

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“Contract Invoice/T-27”. All receipts and supporting documentation should be attached with this transaction.

Other Expenses

54. **Personal** – Personal expenses will not be reimbursed. These include, but are not limited to, laundry, honor bars, TSA pre-check expenses, and other types of personal expenses.
55. **Business Expenses** - Items such as printing, duplication, and promotional materials required for official business are allowable expenses and will be reimbursed. A detailed receipt is required.
56. **ATM** - Expenses to obtain funds at automated teller machines (ATM) are not reimbursable except for international locations where this is a desirable method to obtain cash. Receipts supporting the fee must be submitted.
57. **Internet** - Computer connect charges to access or connect to the university will be reimbursed. An explanation and receipt for the charge must be provided on the Travel Expense Report.
58. **Telecommunications** - Business-related phone charges while in travel status, including international travel, will be reimbursed for airtime, roaming, and applicable taxes for individuals who do not have a cell phone allowance or a university phone. Support for these charges must be provided with the Travel Expense Report. The Knoxville Telephone Service Department can provide departmental long distance phone cards for all campuses and all university personnel, if needed. The departmental cards permit domestic long distance calls to be made while traveling and to be billed directly to your departmental account. Accessories or repairs to personal phones are not reimbursable.
59. **Tips** – Tips associated with hotel stays are not permissible, since they are included in the traveler’s per diem. Tips with other expenses, including groups travel, are considered a reimbursable expense and should be based upon the level of service, but should not exceed twenty percent of the total. Tips exceeding twenty percent must be processed

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as an exception. The addition of a tip on a receipt does not constitute an alteration of the receipt.

Reimbursement Procedures

60. **Reimbursement** - All employees, students and guests must pay their own expenses and seek reimbursement except where otherwise noted in this policy.

61. **Process** - The Travel Expense Report is recorded in the IRIS system and submitted for approvals there. All required receipts must be attached and routed electronically through IRIS to the appropriate business office for audit.

62. **Timely** - Employees must submit claims for reimbursement for travel expense no later than 120 days after completion of travel, with the exception of local mileage logs. Failure to do so could significantly delay the reimbursement. In accordance with Internal Revenue Service Guidelines, claims not submitted in a timely manner may be considered taxable income.

63. **Rates** - Reimbursement per diem amounts (meals, lodging, and mileage) can be found in the [Travel Reimbursement Rate Schedule](#). Reimbursement of expenses incurred while on university business is subject to the limitations in this policy. The limits do not indicate the amounts that should be spent but provide maximum amounts that can be reimbursed.

64. **Receipts** – Receipts are required for all expenses exceeding \$10 and they must be issued by the vendor, include the amount, date and must detail the charges. Credit card statements or slips do not qualify as a receipt except in the cases of ground transportation, tolls, and parking.

65. **Eligibility** - An employee is considered to be on official travel status and eligible for reimbursement at the time of departure from his or her official station or residence,

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whichever is applicable.

- 66. Official Station Definition** - All reimbursement should be based upon the traveler's official station. An explanation must be given if the reimbursement is based upon a location other than the official station. The official station of an employee is his or her office headquarters or designated work location. The official station is typically the location from which the employee performs the major portion of his or her assigned duties and should be identified as the employee's "Primary Office" address in their IRIS record. The workstation closest to an employee's residence should be designated as the official station for employees with multiple workstations.
- 67. Temporary Assignments** - In the event that an employee is temporarily reassigned to a work location other than his or her usual official station, that location shall become the employee's official station. The employee will not be eligible for reimbursement to the temporary location unless he or she can demonstrate that by commuting to the temporary location he or she has incurred additional expense over the cost of the commute to his or her usual official station. Expenses incurred at an employee's official station will not be reimbursed by the university and are considered personal.
- 68. Expenses for Others** - If an employee pays expenses associated with another employee, guest or student, the expenses must be submitted at the same time as their expenses and each expense report should reference the other.
- 69. Explanation** - A complete reason must be provided to describe the purpose of the trip. Single words such as "meeting," "research," "conference," do not constitute an adequate reason. If unfamiliar acronyms are used, the full entity name must be listed.
- 70. Scanned Documents** - To reduce costs, improve efficiencies, improve record retention and reduce the amount of time that it takes to process travel reimbursements, receipts must be scanned and attached to the reimbursement request in IRIS. The documents to be attached include, but are not limited to, worksheets, conference brochures, receipts, instructional notes, and all other pertinent documents supplied by the traveler. Once the reimbursement request has been processed, the scanned, electronic documents in the IRIS system will

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serve as the official record for legal and accounting purposes. The department should keep any paper records until their ledgers have been reconciled for each trip and then they may be destroyed unless federal funds were used to purchase the travel and the granting agency requires the paper receipts to be retained for longer.

71. **Personal Travel Combined with Business Travel** - When a stay at a business location is extended either prior to or after the business mission for personal reasons, the entire airfare may be reimbursed. Other expenses incurred during the personal portion of the stay such as meals, lodging and other transportation are not reimbursable and the traveler should exercise care not to seek reimbursement for these. If any destinations not pertaining to official university business are included on the airline ticket, the traveler must provide a quote in accordance with #20 of this policy and they will be reimbursed the lower of the quote or their actual expenses.

Reward Points

72. University employees are allowed to earn points and miles associated with airline, hotel and rental car frequent travel programs for business travel expenses. The University will not purchase or reimburse employees any costs associated with redeeming and/or earning these points, even if the redemption is for university business.

Team and Group Travel

73. **Definition** - The policy for team and group travel applies when five or more individuals are traveling together on university business. [See applicable per diems on the [TRAVEL REIMBURSEMENT RATE SCHEDULE](#).]
74. **Authorization for Official Travel** - A single travel request may be executed for out-of-state and international travel. If known, all individuals traveling in the group must be listed on the travel request or as an attachment to the request. If a request isn't required (in-state travel) or the individuals traveling were unknown when the request was approved, the travelers must be listed on the Travel Expense Report on or as an attachment to the Travel Expense Report.

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75. **Transportation** - Transportation can be provided by contracted service, university motor pool vehicle, or personal vehicle.
- a. Transportation exceeding bid limits must be procured through Procurement Services, except for commercial airfare.
 - b. When it is necessary to rent a vehicle at an official station, actual expenses will be reimbursed, provided a rejection slip is obtained, from the motor pool and submitted with the Travel Expense Report. If a rejection slip is not obtained, reimbursement will be the lesser of the actual rental expense or the amount determined by using the standard mileage rate and the number of official miles driven.
76. **Lodging** - Lodging expenses may be billed directly to the university. When these expenses cannot be billed directly, the person responsible for the trip may obtain a cash advance or a travel card to pay for the lodging. If a hotel or motel requires a purchase order, a requisition must be submitted directly to the campus purchasing department. The travel card may be used for payment even if a contract exists.
77. **Meals.** Meals may be procured in one of the methods described below. The amount distributed may not exceed the amounts shown for meal allowances in the Travel Reimbursement Rate Schedule. Groups are entitled to a 75% meal per diem for same day trips.
- a. Group meals may be billed directly to the University. The invoice or receipt for such expenses must identify the group for which the charges are made, number of meals served, cost per meal, and total amount.
 - b. The person responsible for the trip may pay the group meal expenses personally and request reimbursement by filing a travel expense report. An invoice or receipt must be attached which identifies the group for which the charges are made, number of meals served, cost per meal, and total amount.

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- c. The person responsible for the trip may obtain a cash advance or a group travel card to pay for such expenses. See the [Procurement Card Policy FI0530](#) for more information regarding group travel cards.

- d. The person responsible for the trip may obtain a cash advance and distribute cash to members of the group, including the accompanying staff. The distribution of cash must be documented by obtaining a receipt from each participant or by completing a roster. The roster must contain participants' names, student IDs or employee numbers, and the amount distributed for each meal. (See example below.) Each individual receiving cash must sign the roster. The person responsible for the trip must submit all individual receipts or the signed roster with their travel expense report in order to be reimbursed by the university.

- e. For team travel, funds may be distributed using the university's pre-paid card solution. Rosters are not required if the University's pre-paid debit card program is used to distribute meal per diems to the group, since the distribution of the funds is recorded in pre-paid card system. Pre-paid debit cards are only available to athletic departments of groups that have the same students making recurring trips and requiring meal per diems.

Sample Roster:							
Meal Expenses							
Name	Student ID or Per No	B	L	D	Total	Signature	Date

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\$
\$
\$

Travel Request

78. Authorization - The Travel Request processed in IRIS is the official authorization for travel. Traveling to and from a business meeting or event is limited to one day each way before and after the event for domestic travel and two days for international trips. These dates must be reflected in the request. The request should be completed as far in advance of the trip as possible to allow for proper routing and approval.

79. In-State Travel. For most employees, a Travel Request is not required for in-state travel. However, some campuses and units have the option to require a travel request for all travel. If an employee travels into another state and back in the same day, such travel will be considered in-state for approval and reimbursement purposes, including such travel on the UT or chartered plane.

80. Out-of-State Travel. A Travel Request is required for out-of-state travel and must be approved by the department head of the traveler's responsible cost center or designee and the department head or designee of all charged funds. If the traveler is the department head, his or her supervisor must approve the travel.

81. International Travel. A Travel Request is required for all international travel and must be approved by the department head or designee and either a vice president, chancellor, or his or her designee.

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Forms:

- [T-3 Travel Expense Worksheet](#)
- [T-18 Travel Request Worksheet](#)
- [T-25 Application for Direct Bill of Airfare](#)
- [T-30 Conference and Seminar Registration Prepayment Form](#)
- [T-41 Travel Advance Form](#)
- [Record a Friend/Rehire as a Friend Worksheet](#)
- [Record a Guest Traveler Worksheet](#)

ATTACHMENTS:

- [Per Diems for Travel in Continental U.S. \(CONUS\)](#)
- [Per Diems for Travel Outside Continental U.S. \(OCONUS\)](#)
- [Record a Friend/Pending Employee/Guest Traveler Documentation](#)
- Travel Supplements:
 - [Travel Supplement One \(Senior-Level Administrators\)](#)
 - [Travel Supplement Two \(Board of Trustees\)](#)
 - [Travel Supplement Three \(Athletic Departments\)](#)
 - [Travel Supplement Four \(UT Pilots, Co-Pilots, Crew Members\)](#)

PROCEDURES:

Chattanooga:	http://www.utc.edu/business-financial-affairs/fiscalpolicies.php
Knoxville:	budget.utk.edu/fiscal-policy/
Health Science Center:	https://uthsc.policymedical.net/policymed/home/index?ID=de47aa28-16aa-408b-9c96-cb04f232964f&
Institute of Agriculture:	ag.tennessee.edu/Pages/UTIApolicies.aspx
Martin:	utm.edu/departments/finadmin/procedures.php

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FOR MORE INFORMATION:

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Related Policies: [FI0725 - Use of University Vehicles](#), [BT0019 - University Aircraft](#) (previously FI0735)