

TRAVEL OVERVIEW

All employees should be familiar with and adhere to the University's Travel Policy FI0705 and the UTHSC Travel Fiscal Procedure F705.

- 1. Travel Requests** – Travel Requests are only required for Out-of-State travel for employees and direct bill travel for Guest Travelers. In-state travel is covered under liability insurance without a travel request.
- 2. Region Code** – It is important that the correct region code be entered on travel expense requests. If a region code is not specified, the per diem reimbursement amount for lodging and meals will be set to the minimum reimbursement amount. Setting the proper region code determines the allowable reimbursement amounts for the trip location. The appropriate region code must be entered for additional destinations.
- 3. Airfare** – The cost of the ticket must be supported by documentation from the airline or on-line vendor that contains the name of the passenger, airline, dates of travel, complete itinerary, amount and class of service. Reimbursement for airfare is limited to standard economy/coach fare. There are no exceptions to this restriction.
- 4. Automobile** – A University motor pool vehicle should be used when available. A personally owned automobile may be used and the traveler will be reimbursed at the standard mileage rate in effect at the time of travel. Local travel is defined as travel within a 50 mile radius of the official work station. Employees will be reimbursed for a rental automobile whenever it is more economical or feasible than alternative methods of transportation. An itemized receipt is required for the rental car; a credit card statement is not acceptable. Gasoline for rental cars is a reimbursable expense.
- 5. Ground Transportation and Parking** – If an individual travels by common carrier, reasonable taxi, bus, or limousine charges to and from airports can be reimbursed. Reasonable fares may also be allowed for travel between lodging and meeting sites. Charges for routine parking while on travel status will be reimbursed. The

destination and reason for each ground fare and parking expense claimed must be listed on the travel expense report. Explanations should be provided in the expense report comments section. Receipts must be furnished for fares and parking fees of \$50 or more.

6. Lodging – Travelers should make reservations for lodging in a timely manner. Original receipts are required for reimbursement and must include the traveler's name, the daily room charge, applicable taxes, and total charges. There should be a "zero" balance on the receipt.

- A. Non-Conference Lodging – Non-Conference lodging will be reimbursed based on the per diem (federal CONUS rate) for the destination. Rare exceptions in extenuating circumstances must be requested in advance and require approval of the CBO and the Treasurer's office in Knoxville. For non-conference lodging, two expense lines must be entered in IRIS; room rate and taxes.
- B. Lodging Conference – Employees who attend official meetings such as conferences, seminars or workshops will be reimbursed up to the maximum of the official conference lodging rate including taxes. Documentation must be attached to the expense claim confirming both the conference hotel and the associated rates; otherwise, the travel claim will be reimbursed at the CONUS rate for the location. If there are multiple conference rates, depending upon the type of room identified in the conference materials, the reimbursable rate is limited to the lowest available rate. In the event an employee stays in an "overflow hotel" or another hotel of the employee's choosing, the amount of reimbursement will be no greater than the official conference lodging rate and taxes. The rate and taxes are entered in IRIS in one-expense line for lodging conference.

7. Registration Fees – The University will pay registration fees directly to the vendor by submission of an itemized invoice form a conference or seminar via the CONFERENCE AND SEMINAR REISTRATION PREPAYMENT (FORM T-30). To initiate the payment, an approved travel expense report must be in the IRIS travel system showing the amount of the registration fee. The form must be submitted to Accounts Payable 2-3 working days prior to the payment deadline accompanied by supporting documentation. If an employee pays a registration fee with personal funds either in advance or at the conference site, this expense will not be reimbursed until completion of the trip and submission of an expense report.

8. Meal Allowances – Daily meal allowances will be in accordance with federal CONUS rates for the location of travel. There are no exceptions to meals – they will be reimbursed at the CONUS rate. The time of departure and return determine the meal per diem as follows:
Up to 6 hours – 25% of the per diem
Up to 12 hours – 50% of the per diem
Up to 18 hours – 75% of the per diem
Over 18 hours – 100%
Meals included in an event must be deducted from the per diem (with the exception of continental breakfasts) as follows: Breakfast – 20%, Lunch – 30%, Dinner – 50%.

9. Foreign Travel – All amounts in IRIS are in US dollars. Currency conversions must be performed for all receipts in other currencies. Conversion calculations must be as of the date(s) on the receipts and attached as documentation of the rate of exchange. Credit card statements that show the payment in USD are acceptable.

10. Package Travel Arrangements – When travel arrangements are made via an internet provider, lodging must show the daily rate and the total. If lodging and airfare are combined in one total, the traveler must secure a quote for the airline ticket for the same day of travel and flight to determine the amount of the ticket separate from the lodging. A T40 form – Package Details must be completed and attached to the travel expense claim.

11. Telecommunications - Phone calls and internet charges are reimbursable expenses if the business purpose for each expense type is identified.

12. Other Expenses - Copying, duplication, and other miscellaneous expenses required for official business may be reimbursed if properly documented.

13. Receipts – An acceptable, itemized receipt must be submitted for lodging, registration fees, airline tickets, rental cars, and any other allowable expenses over \$50. It is a good business practice however, to secure receipts for all expenses when possible regardless of cost. Airline tickets and required hotel deposits are the only items that can be reimbursed in advance of the trip date.

14. Travel Agency - Employees are encouraged to utilize the University's designated travel agency, World Travel. The University has negotiated discounts with airlines, car rentals agencies, etc. and

these discounts are only available through World Travel. World Travel can also be utilized to secure CONUS rates for lodging in all destinations - there is no fee for this service! Discounted internet airfares are available by phone or through RESX, their on-line reservation system. There is currently a fee of \$17.00 for booking airfare by phone and a \$7 fee for their on-line service. World Travel provides needed documentation that airfares are "Economy Rates" for all airlines!

You may contact World Travel @ 1-877-210-8189 and ask for a representative of the University Team.