

The University of Tennessee, Knoxville
BIOCHEMISTRY, CELL & MOLECULAR BIOLOGY

TRAVEL INFORMATION

UT Travel Regulations Website
<http://treasurer.tennessee.edu/travel/>

UT Website for Travel Policy - #FI0705
https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=FI0705

TRAVEL PROCESS:

Travel Request (form T-18)

(must be filled out at least 30 days BEFORE trip is to be taken)

- ➔ Fill out travel request form (see Sample 1)
- ➔ Turn finished form in to Cheryl

Request for Conference Registration Prepayment (form T-30)

(must be filled out at least 30 days BEFORE deadline for registration)

- ➔ Fill out registration prepayment request form (see Sample 2)
- ➔ Turn finished form in to Cheryl

Travel Expenses (form T-3)

(must be filled out as soon as possible after finishing travel; this is very important to keep ledgers balanced)

- ➔ Fill out travel expense form (see Sample 3)
- ➔ Attach all receipts
 - ➔ Receipts must be originals, and clearly marked with:
 - ➔ Traveler's name
 - ➔ Date of expense
 - ➔ Expense type (airfare, lodging, registration, etc.)
 - ➔ Company/organization paid
 - ➔ Amount paid
 - ➔ Email receipts, e-tickets, and faxed forms are acceptable, as long as they contain the above information
 - ➔ Expenses of less than \$50 do not need receipt, but must be clearly explained
- ➔ Turn finished forms and receipts in to Cheryl

Lodging & Meal Rates

(note: amounts change periodically; for current amounts, see <http://treasurer.tennessee.edu/travel/Reimbursement%20Rates.htm>)

Mileage rate: standard mileage rate - \$.46 per mile (for travel on or after January 1, 2010)

Hotel check-in and baggage handling: \$5.00 for each check-in

Lodging and meal allowances for out-of-state travel: The maximum allowances for both lodging and meals will be in accordance with the rates published by the U.S. General Services Administration (CONUS). The meal allowance includes both the allowance for meals plus \$3.00 for incidentals. The CONUS rates applicable for all cities can be found at the U.S. General Services Administration web site. (<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>)

(NOTE: Exceptions are made for specific conference hotels.)

Lodging and meal allowances (CONUS rates) for travel within the state of Tennessee (as of 1/1/10):

Specific Cities	Maximum Lodging	Maximum Meals and Incidentals	Region
Brentwood/Williamson County	\$102.00 (plus taxes)	\$56.00	TN/BR
Chattanooga/Hamilton County	\$ 87.00 (plus taxes)	\$56.00	TN/CH
Franklin/Williamson County	\$102.00 (plus taxes)	\$56.00	TN/FR
Knoxville/Knox County	\$ 84.00 (plus taxes)	\$56.00	TN/KN
Memphis/Shelby County	\$100.00 (plus taxes)	\$61.00	TN/ME
Nashville/Davidson County	\$119.00 (plus taxes)	\$66.00	TN/NA
Oak Ridge/Anderson County	\$ 90.00 (plus taxes)	\$46.00	TN/OR
All Other Tennessee Cities & Counties	\$ 70.00 (plus taxes)	\$46.00	TN/

Meal Reimbursement

Reimbursement for meals for the day of departure and the day of return will be calculated based on the number of hours the traveler is in travel status.

Day of Departure:

Time of Departure	Hours in Travel Status	% of Per Diem
0:00 - 5:59	18:01 - 24:00	100%
6:00 - 11:59	12:01 - 18:00	75%
12:00 - 17:59	6:01 - 12:00	50%
18:00 - 23:59	0:01 - 6:00	25%

Day of Return:

Time of Return	Hours in Travel Status	% of Per Diem
0:01 - 6:00	0:01 - 6:00	25%
6:01 - 12:00	6:01 - 12:00	50%
12:01 - 18:00	12:01 - 18:00	75%
18:01 - 24:00	18:01 - 24:00	100%

If any meal is provided as part of a sponsored training session, conference, or entertainment, the employee should deduct the cost of that meal(s) from the per diem for that day, using the meal deductions in the Travel Expense Report. This also applies to the day of departure and the day of return; however, deductions on day of departure and day of return can cause incorrect reimbursement amounts. The following table provides the percentage of a day's meals deducted from the day's meal per diem based on the type of deduction:

Percentage of Full Day's Per Diem Deducted by Meal Type:

Breakfast	20%
Lunch	30%
Dinner	50%

Meal Allowance for One-Day Trips. Reimbursement for a single meal (or meals) for employees on one-day travel status with no overnight stay is **not permitted.**

Tips

Tips are considered a reimbursable expense for meals and taxi service and should be based upon the level of service, but **should not exceed twenty percent** (total before taxes). Special situations or contractual requirements exceeding twenty percent should be processed as an exception. The addition of a tip on a receipt does not constitute an alteration of the receipt.

Other Expenses

Personal expenses will not be reimbursed. These include, but are not limited to, laundry, hotel valet service, and other types of personal expenses.

Items such as printing, duplication, and promotional materials required for official business are allowable expenses and will be reimbursed.