

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:04:01 DATE: February 26, 1986
SUPERSEDES POLICY NO.: IV:04:01 DATED: March 7, 1984
SUBJECT: Travel
APPROVED: Robert O. Riggs, President Robert O. Riggs

I. General

1. The General Travel Policies and Procedures issued by Austin Peay State University are based upon the Travel Policy and Procedures of the State Board of Regents as adopted for the State University and Community College System of Tennessee. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with this policy and any approved exceptions hereto.

No authorization for travel by any employee will be granted, and no reimbursement for travel will be made, except in accordance with the provisions of these policies and procedures. Reimbursement for travel expenses will be limited to expenses incurred upon travel authorized in advance in accordance with Section II.

2. Travel which may be authorized, and pursuant to which expenses may be reimbursed, will be limited to the following:
 - a. Travel which is necessary for the proper execution of official APSU educational, research, or other institutional objectives.
 - b. Travel to and from meetings and conferences of a professional nature which will increase the attending employee's usefulness to APSU, provided that travel to such a meeting or conference generally shall be limited to one trip per fiscal year unless the employee is invited to deliver papers at more than one meeting, or unless the employee is an association officer

whose attendance is required at more than one meeting.

- c. Travel by prospective faculty recruits may be reimbursable based on the provisions of APSU Policies III:01:02, III:01:04, and IV:04:02. Personnel who incur travel expenses as a faculty recruit should request reimbursement based on this policy and in the amounts authorized in the referenced policies.
3. Travel will not include, and reimbursement for expenses will not be made for, transportation to and from an employee's official station of employment. For employees who work at the main campus, the official station is the entire campus, not a single building. For employees who work at Fort Campbell, the official station is Fort Campbell.
4. The limitation on travel expenses referenced herein are maximum amounts above which reimbursement is not authorized. Employees are expected to be as conservative as possible in incurring travel expenses, and expenses should normally amount to less than the maximum limitations.
5. Reimbursement for travel expenses will be allowed only for actual expenses incurred, subject to maximum limitations referenced herein. Receipts are required for all items or fares in excess of \$2.50 except for meals (refer to Section V of this policy), taxi fares, tolls, and ferry fees.

II. Authorization of Travel

1. Authorization. For all out-of-state and for in-state travel for which estimated reimbursable expenses are expected to exceed \$100, a completed and fully approved travel authorization (PPM Form IV:04:01:a) must be on file in the Business Office two weeks prior to planned departure. The form must be signed by the employee, the employee's department head, dean, and vice president, as applicable, for all personnel except senior administrators. The President's signature is required on travel authorizations for senior administrators. If the proposed travel is to be funded from a Federal grant, the signatures of the Grant Coordinator and Grant Accountant must be obtained also. These various supervisory signatures are departmental and school authorizations to encumber funds and are thus contingent upon the budgetary considerations set forth in APSU Policy IV:01:02.

Missing signatures constitute an incomplete travel authorization. No reimbursement can be made without a properly completed and approved authorization.

2. In-State Travel. All employees must obtain prior authorization for in-state travel from the employee's appropriate approving authority. Oral authorization may be given for in-state travel when estimated reimbursable expenses will not exceed \$100, or when there is no advance notice of the circumstances necessitating the travel. All other in-state travel should be authorized in writing as outlined in paragraph 1 of this section.
3. Out-of-State Travel. All employees must obtain prior written authorization for out-of-state travel as outlined in paragraph 1 of this section.
4. Overseas Travel. Authorization for travel by an employee outside the limits of the continental United States will be subject to recommendation by the President to the Board of Regents and approval by the Chancellor.

III. Transportation. All travel must be by the most direct route. Any employee who travels by an indirect route must bear any extra expense occasioned thereby.

1. Mode of Transportation. Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practicable. The use of air travel is recommended when time is an important factor or when the trip is so long that other methods of travel would increase the subsistence expense. Automobile transportation may be used to save time when common carrier transportation cannot be scheduled satisfactorily or to reduce expenses when two or more employees are making the trip.
2. Common Carrier Travel. When travel is by common carrier, the fare must not exceed the regular tourist fare charged the general public, and advantage must be taken of round trip rates when available. The employee's copy of the ticket, or an acceptable receipt, must be submitted for reimbursement of common carrier expense. When travel is by air, an approved travel authorization from the Business Office must be obtained through a travel agency. All local travel agencies have been notified of this requirement and will not accept a charge to the University without a signed authorization from the Business Office Travel Clerk.

- a. Limousine and Taxi Service. When travel is by common carrier, reasonable limousine and taxi fares will be allowed for necessary transportation. Bus or limousine service to and from airports should be used when available and practicable. After arrival at destination, necessary taxi fares for local transportation will be allowed.
 - b. Car Rentals at Destination. Charges for automobile rental will be allowed whenever it is more economical than alternative methods of transportation or when it is the only practical means of transportation.
3. Automobile Travel. When travel is to be by automobile, employees are authorized the use of an APSU vehicle and should apply for a reservation with PPM Form IV:05:04:a. Reservations are available up to three weeks prior to departure date and the vehicles are reserved on a first-come, first-served basis. Availability or non-availability may be confirmed as directed in APSU Policy II:05:03. Use of a personally-owned vehicle without a non-availability statement (exemption number) from the motor pool supervisor will result in a lower mileage reimbursement rate. (Generally, university students are not authorized use of these vehicles.)
- a. APSU motor pool vehicles. When transportation is to be by an APSU motor pool vehicle, all necessary repair bills, tolls, parking fees, gasoline, and storage expenses are allowable. Any expense charged to APSU at a state garage should be excluded from the travel claim.
 - b. Courtesy vehicles. When transportation is by a courtesy vehicle, the provisions of APSU Policy II:01:06 apply.
 - c. Personally-owned vehicles.
 - (1) The travel claim must indicate the employee's itinerary and must show the official business mileage by odometer reading. If an indirect route is used, business mileage as indicated in the Rand-McNally mileage table or the official State map will be regarded as official. The travel claim shall indicate vicinity mileage and point-to-point mileage for official business.
 - (a) When use of an employees's personal

vehicle is authorized as evidenced by the issuance of an exemption number or when such use is required in the daily performance of an employee's official duties, reimbursement for business mileage based on odometer readings will be at a rate established by the State Board of Regents. This rate will apply to mileage (not to exceed 20 miles on any one round trip to the Fort Campbell Center) claimed by regular University faculty and staff who teach off-campus, including those teaching at the Fort Campbell Center.

- (b) If an employee uses a personally-owned vehicle for personal convenience in the performance of official duties, reimbursement for business mileage based on odometer readings will be at a rate established by the State Board of Regents, such rate being less than that in section (a) above. The higher rate per mile may be claimed only if more than one employee is transported and the names of these employees are provided in the comments and explanations area of the travel claim form.

- (2) Necessary charges for hotel and airport parking will be allowed provided that airport parking fees do not exceed normal taxi fare to and from the airport. Receipts must be furnished on airport and hotel parking.

IV. Lodging

1. In-State Lodging. Lodging expenses incurred within the State while on authorized travel will be reimbursable to the current maximum allowed by the State Board of Regents per day plus tax.
2. Out-of-State Lodging. Lodging expenses incurred out of the state while on authorized travel will be reimbursable to the current maximum allowed by the State Board of Regents per day plus tax. Lodging incurred in New York City and Washington, D.C. will be reimbursable at a higher maximum per day plus tax as approved by the State Board of Regents. In route lodging will be allowed for only one day each way on trips of long duration.
3. Additional Lodging Expenses. Sales taxes on lodging

costs, and a check-in expense up to two dollars (\$2.00) will be reimbursable. When an employee stays at an officially designated hotel or motel for a convention or meeting, any additional expense may be reimbursable, provided the employee requests the lowest price accommodations available, and that written request is made in advance to the appropriate senior administrator. Requests from senior administrators shall be submitted to the President for approval.

4. Shared Lodging. When a room is shared with other than an APSU employee on authorized travel, the total cost of the room will be allowed, subject to the maximums set forth above. The receipt for the entire amount should be submitted with the expense account.

V. Meals

1. In-State Meals. While on authorized travel within the state, actual expenses shall be reimbursed provided those expenses do not exceed the State Board of Regents approved maximum that will be allowed for meals. For fractional portions of a day in travel status, the approved maximum will be prorated. Regular University faculty and staff who are teaching off campus and whose teaching or work schedule is such that they are unable to dine at home may be reimbursed actual expenses for the evening meal when teaching at an off-campus site. Claims for this type of reimbursement must be accompanied by a receipt which indicates the name of the dining establishment.
2. Out-of-State Meals. While on authorized travel out-of-state, authorized expenses not to exceed the State Board of Regents approved maximum per day will be allowed for meals. For fractional portions of a day in travel status, the limit will be prorated.
3. Official Banquets. When the expenses for an official banquet meeting or conference is in excess of the approved limits, the excess will be allowed provided a receipt of proper explanation of the charge is submitted.
4. Time Schedule. The following time schedule shall determine eligibility for reimbursement for meals. Any employee at his official station during these times shall not be entitled to reimbursement.

Breakfast	7:00 a.m.	-	8:00 a.m.
Lunch	11:00 a.m.	-	1:30 p.m.
Dinner	5:00 p.m.	-	6:30 p.m.

Reimbursement for lunch expenses will not be allowed unless overnight travel is involved. For claims for off-campus classes, the dinner rate of the policy is not applicable for any meal consumed prior to 6:30 p.m. A receipt identifying the dining establishment is required for these meals, and the employee must not have been able to return home for the meal for the claim to be valid.

VI. Miscellaneous Expenses

1. Personal Expenses. Expenses for entertainment, laundry, valet service, tips and gratuities, etc., are personal expenses and will not be allowed for reimbursement purposes.
2. Telephone and Telegram Expenses. Charges for long distance telephone calls and/or telegrams on official business will be allowed provided a statement is furnished showing the date, the name and location called, and the nature of the business.
3. Registration Fees. Registration fees for approved conferences, conventions, seminars, or meetings will be allowed for reimbursement purposes, if authorized in advance and provided receipts are submitted with the travel claim. Receipts should show the amount, the name of the organization, and the date paid.
4. Membership Subscriptions. Where membership dues are included as part or all of the expense of an organization meeting for which the University pays the expense of an employee's attendance, the appropriate portion of the expenses shall be considered as individual membership dues and any possible reimbursement shall be subject to the membership approval process established in APSU Policy III:03:02.

VII. Claims

The standard form for claims for travel expenses approved by the State Board of Regents (PPM Form IV:04:01:b) shall be used for reimbursement for expenses. The form must show movement and detail of expenses on a daily basis, be signed in ink by the employee, and be approved by the appropriate approving authority prior to reimbursement. Receipts for appropriate expenses must be attached to the form. Expenses for books, supplies, postage, and other items that do not constitute actual traveling expenses should not be

included on the claim form. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel. Claims submitted after this period must contain written explanation for the delay. (Expense claims for off-campus instruction must be validated by the APSU Program Director at that site prior to submission; e.g., Fort Campbell Center Director for Fort Campbell related claims.)

VIII. Travel Advances

1. General. Normally, travel expenses should be paid when incurred by an employee, with reimbursement made to the employee for actual expenses upon proper submission of a claim for travel expenses. Advances to employees for anticipated travel expenses may be made under the circumstances hereinafter described as (1) permanent travel advances and (2) temporary travel advances except as provided in Section IX.3. All travel advances must be approved by the appropriate senior administrator or President.
2. Permanent Travel Advances. When an employee has blanket travel authorization and is expected to travel the major portion of each month, the employee may be placed upon permanent travel status. Upon determination of the employee's estimated monthly expenses if such expenses exceed one hundred dollars (\$100), the employee may be provided with a single advance in an amount sufficient to cover such expenses for one month, provided such amount may not exceed the semi-monthly salary of the employee. Subsequent to the initial advance, the employee shall submit appropriate claims and be reimbursed as heretofore provided, with any unused portion of the advance to be returned upon termination of the employee's permanent travel status. Permanent travel advances shall be requested by memorandum and approved by appropriate authorities. The memorandum shall include calculations and explanations and be signed by the requesting employee. All permanent travel advances must be repaid in full at the end of the fiscal year.
3. Temporary Travel Advances. When the estimated travel expenses exceed \$100, and if authorized by the travel approval authority (funds budgeted, etc.), the employee may request a travel advance of up to 80% of the estimated expense. Both the approved travel request form (PPM Form IV:04:01:a) and an Order on the Business Manager (APSU/BA/BS/001) must be filed with the Business Office not less than two weeks prior to the planned departure. Upon

return the employee must submit the standard claim for actual expenses (PPM Form IV:04:01:b) with the amount of the advance deducted from the total expenses. Excess advanced travel funds over actual expenses should be returned to the Business Office on the first working day after travel terminates.

4. Payroll Deduction Authorization. Each employee receiving a permanent or temporary travel advance for the first time must sign a payroll deduction authorization form which will allow the State to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim. This deduction from payroll should be used as a last resort only in the event all other efforts to collect the advance have failed.

IX. American Express Corporate Card

1. General - American Express Travel Related Services Company, Inc. has established an American Express Corporate Card Account for institutions governed by the State Board of Regents and the Board Office.
2. Membership - Corporate Cards are made available to designated employees, with the employees personally responsible to American Express for all amounts charged to the Corporate Card.
3. Advances - Travel advances, permanent or temporary, shall not be issued to:
 - a. any employee who is issued a Corporate Card, or
 - b. any employee who is designated but chooses not to apply for a Corporate Card.
4. Reimbursement - Reimbursement for travel expenses shall only be allowed for actual business expenses incurred, subject to the provisions of Section I, Item 5, and the maximum limitations shown on the Addendum.
5. Cancellations - The State Board of Regents and/or American Express may cancel an employee's Corporate Card at any time. In the event of cancellation of a Corporate Card, the State Board of Regents or appropriate institution shall promptly notify the employee of the cancellation and use its best efforts to obtain the canceled Corporate Card and return it to American Express.

6. Termination - The State Board of Regents and its institutions shall notify American Express if a Corporate Card member's employment is terminated, and the effective date of such action. Each institution shall establish procedures to collect Corporate Cards from terminated employees and return them to American Express.

Airline Approval:

Travel Clerk

AUSTIN PEAY STATE UNIVERSITY
AUTHORIZATION OF TRAVEL

Travel Authorization No. _____

Request is made for authorization to travel as described below:

Employee (Type or Print)	Destination
Title	Department
Date of Trip:	
Purpose:	

Blanket Travel Authorization ☐	In State ☐
Single Trip Authorization Request ☐	Out-of-State ☐

Travel expenses are estimated as follows:

Airplane:	= \$
Automobile: miles @	=
Hotel: days @	=
Meals: days @	=
Registration:	=
Other:	=

Total Estimated Expenses \$ _____

I request a travel advance: Yes ☐ No ☐
Amount Requested \$ _____ must be deducted on the Claim for
Expenses. (Advance may not exceed 80% of Total Estimated Expenses.)

Account No.: _____

Employee Signature	Dean or Vice President
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Chairman or Director	President or Designee (for out-of-state travel)
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I UNDERSTAND THAT A PAYROLL DEDUCTION WILL BE MADE BY THE STATE FOR A
TRAVEL ADVANCE IF A CLAIM IS NOT FILED IN A REASONABLE LENGTH OF TIME
OR UPON TERMINATION OF EMPLOYMENT.

DATE

EMPLOYEE'S SIGNATURE

APSU/BO/105 (Revised 11/82)

PPM Form IV:04:01:a

TYPE OF TRAVEL -
(a) Related to Job Performance
Explain relationship to job:

(b) Travel to Professional Mtg. and/or Conference
If (b), number of previous conferences and/or
meetings attended during fiscal year
Explanation -

Austin Peay State University
CLAIM FOR TRAVELING EXPENSES
FOR THE PERIOD FROM _____ TO _____

This claim must be prepared in accordance with Travel Regulations

[illegible]

Comments and Explanations:

Totals

I hereby certify that this claim is true and correct.

Refund owed to APSU
-or-
Amount Due Employee

Signature _____

Official Station

Position

Date _____

Approved:

Title

Date _____

Approved:

Title

Date _____