


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number 4:016	Supersedes Policy Number: 4:016
Date: May 13, 1992	Dated: April 13, 1992
Subject: Travel	
Initiating Authority: Vice President Finance and Administration	TBR Policy\Guideline Reference: 4:03:03:00
Approved: 	President

I. General Provision

1. The General Travel Policies and Procedures issued by Austin Peay State University are based upon the Travel Policy and Procedures of the Tennessee 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 shall be granted, and no reimbursement for travel expenses shall be made, except in accordance with the provisions of these policies and procedures. Reimbursement for travel expenses shall 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, shall 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 the University.
 - c. Travel by prospective employees may be reimbursable based on the provisions of APSU Policies 5:010, 5:005 and 4:017. Persons 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 shall not include, and no reimbursement for expenses shall be made for, transportation in connection with an employee's official station of employment. The employee's "official station" is his or her regular area of employment activity, e.g., Main Campus or Fort Campbell.

The official station of an employee shall be designated by the appointing authority. It is normally expected that the official station is that location at which the employee spends the major portion of his or her working time. For an employee required to be on call (as determined by his or her job description), either overnight or on weekends, the official station of the employee while on call becomes his or her residence, or the location at which the employee receives the call. Reimbursable mileage begins at the location at which the employee receives the call. Certain exceptions to this paragraph may be (have been) provided by State mandate.

4. The employee is considered to be in official travel status, and as such, eligible for reimbursement of travel expense, at the time of departure from the employee's official station or residence, whichever is applicable, when traveling on University business. Expenses for meals and lodging will be allowed when overnight travel or occasional excessive hours of work are required outside the county of the employee's official station or residence.
5. The limitations on travel expenses contained herein are maximum amounts above which reimbursement shall not be made. Employees are expected to be as conservative as possible in incurring travel expenses.
6. Reimbursement for travel expenses shall only be allowed for actual expenses incurred, subject to the maximum

be obtained by a travel agency. All local travel agencies have been notified of this requirement and will not accept charges to the University without a signed authorization from the Business Office.

4. Automobile Travel - When travel by automobile is appropriate, employees should use APSU motor pool vehicles whenever available. However, motor pool vehicles may be used only on official business.
 - a. APSU Motor Pool Vehicles - When transportation is by a motor pool vehicle, all necessary repair bills, tolls, parking, gasoline and storage expenses are allowable. Any expenses 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 4:026 apply.
 - c. Personally-Owned Automobiles - When use of an employee's personal vehicle 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 provided in Addendum I. 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, including those whose official station is the Fort Campbell Center.

Employees involved in automobile accidents that occur in the course of employment are protected from liability and may, under certain circumstances, recover personal losses associated with the accident. (See Addendum II to this policy.) Employees should immediately report any accident to the Benefits Manager in the APSU Personnel Office. The Benefits Manager will provide the employee with assistance in notifying the Tennessee Commission on Claims for the purposes of avoiding personal liability and/or recovering personal losses if applicable. In case of legal action, employees should follow APSU Policy No. 5:007.

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 the

rate provided in Addendum I.

- d. The travel claim must indicate the employee's itinerary and must show the official business mileage. Business mileage as indicated by the official state map, and that published by Rand-McNally for out-of-state routes will be regarded as official. Vicinity mileage must be reported on a separate line and not included with point-to-point mileage. Only mileage for official business may be claimed.
 - e. 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 or the cost of two round trips in the employee's personal car (see item 9 below). Receipts must be furnished on airport and hotel parking.
5. 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 will be used when available and practical. After arrival at destination, necessary taxi fares for traveling between hotel or lodging and meeting or conference will be allowed.
 6. Vehicle Rental - Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation or it is the only practical means of transportation. Charges for insurance for rental automobiles are not reimbursable.

Employees involved in automobile accidents that occur in the course of employment are protected from liability and may, under certain circumstances, recover personal losses associated with the accident. (See Addendum II to this policy.) Employees should immediately report any accident to the Benefits Manager in the APSU Personnel Office. The Benefits Manager will provide the employee with assistance in notifying the Tennessee Commission on Claims for the purposes of avoiding personal liability and/or recovering personal losses if applicable. In case of legal action, employees should follow APSU Policy No. 5:007.

7. Tolls and Ferry Fees - Reasonable tolls and ferry fees will be allowed when necessary.

5. Expense Claim - Upon return, the employee should submit an expense claim detailing his actual expenditures. This claim should show the total expenses incurred. The advanced amount should be subtracted from this total. A voucher should then be prepared requesting the additional amount due the employee. No advance should exceed actual expenses. If this does happen, however, the excess should be returned by the employee to the Business Office for deposit as a credit against the original advance with proper distribution being made of the actual expenses incurred. In the latter instance, the expense account claim should be forwarded to the Business Office with notification to file it with the advance request.

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 Tennessee 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 1, Item 6, and the maximum limitations shown on Addendum I.
5. Cancellations - The Tennessee 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 Tennessee Board of Regents or APSU shall promptly notify the employee of the cancellation and use its best efforts to obtain the cancelled Corporate Card and return it to American Express.
6. Termination - The Tennessee Board of Regents and APSU 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.

X. Moving Expenses

1. Authorization

- a. Payment of moving expenses must be approved in advance by the President or designee.
- b. Approval of moving expenses may be made when considered in the interest of APSU and when such payment is a part of the employment negotiation with a new employee or the relocation of a current employee.
- c. No moving expenses will be authorized or paid which would not qualify for a deduction under Section 217 - Moving Expenses - of the Internal Revenue Code.
- d. Expenses and allowances as provided in these regulations shall not be allowed unless and until the employee agrees in writing to remain in the service of APSU for a period of twelve (12) months following the effective date of move, unless separated for reasons beyond his/her control and acceptable to APSU. For faculty on an academic or modified fiscal year basis, the employment service shall be one regular academic year or two semesters or the normal work period associated with a modified fiscal year appointment. The service agreement statement should be maintained in the employee's personnel file. In case of a violation of such an agreement, including failure to effect the transfer, any funds expended by APSU for such expenses and allowances shall be recoverable from the employee concerned as a debt due APSU.

2. Expenses Subject to Payment/Reimbursement

- a. Possible expenses subject to payment or reimbursement will be placed in two categories.
 1. Actual cost of moving household goods and personal effects, travel expenses directly associated with the movement of household goods and effects, and temporary storage of goods and effects.
 2. Actual costs for house hunting, temporary living quarters, and selling and buying home expenses.