

Weakley County Board of Education

Descriptor Code:
2.8041

Travel Regulations

Revised Date:
11/02/06

Weakley County Board of Education will follow Tennessee Comprehensive Travel Regulations with the exception of allowing higher lodging rates at the location of a convention or conference. (See lodging.) Additionally, meals provided while on travel status shall be deducted from the per diem for that day.*

Authorized persons who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved voucher and supporting receipts.

TRANSPORTATION: Tennessee Comprehensive Travel Regulations Are Used.

- A. Automobile (Rate to be adjusted to current state rate or U.S. General Services Administration CONUS rates when out-of state travel is involved.)
- B. Taxi
- C. Airplane (coach)
- D. Parking

LODGING: (Rate to be adjusted to current state rate or U.S. General Services Administration CONUS rates when out-of state travel is involved.)

Expenses that are in excess of current state rates for lodging at the location of a convention/conference or alternate lodging near the conference will be allowed, without special approval, not to exceed the amount indicated in the convention or conference brochure. (Receipt required.)

MEALS: (Rate to be adjusted to current state rate or U.S. General Services Administration CONUS rates when out-of state travel is involved).

Both in-state and out-of-state meals and incidentals for multiple day trips are reimbursed at 75% for day of departure and/or day of return, and 100% meal and incidental rate (M& I) for full days between travel dates with the exception of meals provided while on travel status.

*Reimbursement for meals will not be made unless overnight travel is involved.

*A copy of State of Tennessee Comprehensive Travel Regulations is located in the director's office.

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PROCEDURES FOR CLAIMING REIMBURSEMENTS

1. Overnight accommodations will be allowed only when an activity continues for two consecutive days or where the individual lives more than 50 miles from the meeting place.
2. Receipts must accompany all expense claims for lodging expenses.
3. Receipts must accompany parking in excess of \$8.00
4. Receipt (original airline ticket) must accompany expenses for air travel. Airline accommodations reimbursed at coach or economy rate. If more expensive accommodations are required, an explanatory notation must be made on request for reimbursement form.
5. Registration fees in the amount necessary to qualify an individual to attend convention, meetings, or conferences will be allowed provided such attendance has been authorized by the director or designee (receipt required).
6. Local phone calls, FAX charges and long distance calls for county business will be reimbursed. Employees must provide a statement furnishing the date, name and location called for long distance calls and FAX charges.
7. Forms for reimbursement must be submitted no later than 30 days after completion of travel or event.