

Weakley County Board of Education



Monitoring:

Descriptor Term:

Travel Regulations

Descriptor Code:

2.8041

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

6
7 Authorized persons who incur expenses in carrying out their authorized duties will be
8 reimbursed upon submission of an approved voucher and supporting receipts.

9
10 **TRANSPORTATION:** Tennessee Comprehensive Travel Regulations are used.

11
12 A. Automobile (Rate to be adjusted to current state rate or U.S. General Services Administration
13 CONUS rates when out-of-state travel is involved.)

14 B. Taxi

15 C. Airplane (coach)

16 D. Parking

17
18 **LODGING:** (Rate to be adjusted to current state rate or U.S. General Services Administration
19 CONUS rates when out-of-state travel is involved.)

20
21 Expenses that are in excess of current state rates for lodging at the location of a convention/
22 conference or alternate lodging near the conference will be allowed, without special approval,
23 not to exceed the amount indicated in the convention or conference brochure. (Receipt required.)

24
25 **MEALS:** (Rate to be adjusted to current state rate or U.S. General Services Administration
26 CONUS rates when out-of-state travel is involved).

27
28 Both in-state and out-of-state meals and incidentals for multiple day trips are reimbursed at 75%
29 for day of departure and/or day of return, and 100% meal and incidental rate (M& I) for full days
30 between travel dates with the exception of meals provided while on travel status.

31
32 *Reimbursement for meals will not be made unless overnight travel is involved.

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

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36

37 **PROCEDURES FOR CLAIMING REIMBURSEMENTS**

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39 1. Overnight accommodations will be allowed only when an activity continues for two
40 consecutive days or where the individual lives more than 50 miles from the meeting place.

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42 2. Receipts must accompany all expense claims for lodging expenses.

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44 3. Receipts must accompany parking in excess of \$8.00

2.8041 Travel Regulations

- 1
- 2 4. Receipt (original airline ticket) must accompany expenses for air travel. Airline
- 3 accommodations reimbursed at coach or economy rate. If more expensive accommodations are
- 4 required, an explanatory notation must be made on request for reimbursement form.
- 5
- 6 5. Registration fees in the amount necessary to qualify an individual to attend convention,
- 7 meetings, or conferences will be allowed provided such attendance has been authorized by the
- 8 director or designee (receipt required).
- 9
- 10 6. Local phone calls, FAX charges and long-distance calls for county business will be
- 11 reimbursed. Employees must provide a statement furnishing the date, name and location called
- 12 for long distance calls and FAX charges.
- 13
- 14 7. Forms for reimbursement must be submitted no later than 30 days after completion of travel or
- 15 event.