

Policy number: III-9	Subject: OFFICIAL TRAVEL REGULATIONS & REIMBURSEMENTS
	Revision: none
Approved: Agency Board:	August 8, 1995
Policy Council:	August 23, 1995

Objective:

To establish guidelines for reimbursement of official travel by employees using their own vehicles, establishing agency liability for agents action off the premises.

Policy:

Per diem and all other travel expenses reimbursed by the agency will be in accordance with the Standardized Regulations of the Tennessee Department of Finance and Administration. Per diem and/or reimbursements may be made to authorized employees, consultants, members of the governing board, advisory committee, and the Policy Council.

Procedure:

The Director will administer all travel policies of the agency in compliance with the above regulations. All travel will be budgeted according to necessity, areas of priority, and availability of funds. The Program Director will authorize all travel in advance and will determine which staff and the number of staff to attend meetings, conferences and training in order to enhance the mission and goals of the agency. All applicable laws regarding licensure and insurance requirements are required by all staff traveling on the job, whether reimbursement for expenses are claimed or donated. Work status is documented on the center or office sign in/out sheet.

No employee may be reimbursed for travel to and from his/her home to his/her usual and ordinary office of employment, and no employee should schedule work duties in order to secure mileage claims for travel ordinarily made back and forth to home. Generally, attendance at full day training events are claimed as (7 ½) seven-and-one-half hour duty days plus travel time if appropriate.

Detailed forms and procedures are available, and supervisory approval is required for reimbursement. Information on cell phone calls / use of phones is available; cell phone charges must be detailed for business use with a small fee for overall costs. The agency may require periodic checks of drivers license status and compliance with the Tennessee Financial Responsibility Act related to auto general liability insurance.