



Category
<b>TRAVEL APPROVAL - 4:10:08:00</b>
Approval
<b>Corresponding Policy:</b> <a href="#">TBR Policy 4:03:03:00</a>
<b>Leadership Council Approved:</b> May 24, 2016
<b>Effective Date/Approved:</b> July 1, 2016
<b>Revised:</b> December 20, 2005; reviewed February 20, 2007; May 24, 2016
<b>Responsible Parties:</b> Vice President for Finance and Administrative Services, Comptroller, and Director of Fiscal Services

### **I. REQUESTS FOR TRAVEL**

- A. An approved TR1 or Blanket Travel Authorization is required in advance for all travel.
- B. The approval for in-state travel will follow one of two approval processes.
  - 1. In-state travel utilizing the motor vehicle fleet requires the immediate supervisor approval.
  - 2. In-state travel utilizing a personal vehicle requires the appropriate vice president approval.
- C. Out-of-state travel must have the applicable vice president and President's approval. If overnight travel is involved, a TR1 is always required.
- D. A copy of the TR1 will be returned to verify approval to the individual requesting travel.
- E. Personnel with approved blanket travel are authorized to travel within the area designated by the appropriate vice president or the President.

### **II. REIMBURSEMENT CLAIMS**

- A. Claims for reimbursement of travel expenses through the TR2 or TR3 forms must have supporting documentation and will be paid per State of Tennessee regulations.
- B. An individual may request reimbursement for in-city driving in a personal car by itemizing this expenditure as a separate item on the reimbursement request (TR2 or TR3).

### **III. TRAVEL TO OFF-CAMPUS TEACHING LOCATIONS AND COORDINATION OF WORK EVENTS**

- A. Mileage reimbursement for full-time faculty to travel to off-campus teaching locations will be calculated from the nearest Motlow State Community College campus to the teaching location or from the actual point of departure to the teaching location, whichever is the shorter distance.
- B. Round trip travel to/from an employee's official work station is not reimbursable.
- C. For faculty and applicable staff, the official work station may change from time to time. The official work station will be determined by the appropriate vice president.
- D. An employee assigned the responsibility for coordinating an official work event may be reimbursed for mileage at the discretion of the appropriate vice president.