

POLICIES

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Responsible Official: Vice President for Finance and Administration

Responsible Office: Business Office

Policy Statement

This policy applies to the travel of all employees of Austin Peay State University in the performance of their official duties. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at institutional expense. 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. Travel Cards can be used for the payment of registration fees, airline or hotel payments, and expenses incurred during actual travel time.

These procedures and specific reimbursement rates for travel expenses allowed under this policy shall be consistent with those of the Comprehensive Travel Regulations of the State of Tennessee. Exceptions which may be deemed necessary shall be approved by the University President or his/her designee.

All travel must be consistent with the educational, research, and professional needs of the University. Employees must conduct all travel with integrity, in compliance with applicable laws, policies, procedures, and in a manner that excludes considerations of personal advantage. Employees must exercise good judgment and conduct all aspects of travel in a cost-efficient manner.

Purpose

The purpose of this policy is to facilitate effective and economical University travel while maintaining the necessary controls for accountability. The University complies with state and federal law and to the greatest extent possible to minimize administrative costs.

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Procedures

General Provisions

- A. 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 the Authorization for Travel section.
- B. Travel which may be authorized and expenses which may be reimbursed shall be limited to the following:
 1. Travel which is necessary for the proper execution of official APSU business, or in justifiable pursuit of APSU's educational and research objectives; or
 2. Travel to and from meetings and conferences of a professional nature which will increase the attending employee's usefulness to the University.

- C. 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/her regular area of employment activity, e.g., office headquarters, campus, or designated location of the employee established in the field.
1. The official station of an employee shall be designated by the appointing authority.
 2. It is normally expected that the official station is that location at which the employee spends greater than 50% of his/her working time.
 3. For an employee required to be on call (as determined by his/her job description), either overnight or on weekends, the official station of the employee while on call becomes his/her residence, or the location at which the employee receives the call.
 4. Reimbursable mileage begins at the location at which the employee receives the call.
- D. The employee is considered to be on 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.
1. Expenses for meals will be allowed when overnight travel is required outside the county of the employee's official station or residence.
 2. En route lodging will be allowed for only one day each way on trips of long duration.
 - a. Expenses for en route lodging will only be allowed in cases where the approved and most direct or expeditious mode of travel will require more than ten (10) hours of continuous travel for trips of long duration.
 - b. The lodging expense will not be considered en route lodging if it does not add an additional day of lodging expense.

1. For example: An employee has a 9:00 a.m. meeting in Atlanta, GA. Assume the employee needs to work a full day prior to the trip. It would be less expensive and more convenient to drive rather than fly. The employee leaves the night before and drives to within two hours of Atlanta. Then the employee spends the night, continues the drive the next morning and arrives for the 9:00 a.m. meeting. This will be reimbursed but is not considered en route lodging as it did not add an additional day of lodging expense to the normal travel expenses.
- E. 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.
- F. Reimbursement for travel expenses shall only be allowed for actual expenses incurred, subject to the maximum limitations show in the Addendum.
1. Receipts must accompany claims for reimbursement for all expenses exceeding the amount cited in the Addendum.
 2. Receipts are not required for meals, taxi fares, tolls and ferry fees.
 3. Lodging receipts are required and must itemize room charges and taxes.
 4. No expenses shall be reimbursed until after travel has been completed.
- G. Use of online travel services, such as Expedia and Kayak will be allowed for group travel in instances where the final cost is less than purchasing services individually and the total falls under acceptable CONUS rates. However, documentation will need to be provided to show the individual cost of airfare/lodging/etc. at the time of the booking is more expensive than combining services.

Authorization for Travel**A. Approving Authorities**

1. The travel authorization form is completed on-line and may be accessed through Web Self Service or AP One Stop. Contact the Travel Clerk in Accounts Payable for instructions if electronic access is unavailable.
2. The appropriate approving authority shall approve travel by employees of APSU.
3. Employees whose travel expenses will be reimbursed from grant funds must have prior approval from the Office of Research and Sponsored Programs and the Grants Accountant.
4. Authorization for travel by a student, regardless of the destination, shall be approved by the appropriate approving authority.

B. In-State Travel

1. All employees should obtain prior authorization from the employee's approving authority for in-state travel, except as noted in item 2 below. Employees who request the University pay registration fees or issue travel advances must complete the travel authorization form.
2. Documented authorization may not be necessary for in-state travel where the expected expenses will not be substantial, or when there is no advance notice of the circumstances necessitating the travel, and such travel is approved orally by the appropriate approving authority. Although University policy may not require documented authorization in some instances, the travel authorization must be completed and approved if the approving authority requires the employee to have an authorization.
3. Employees whose employment requires frequent in-state travel may obtain blanket authorization by completing and having approved the on-line travel authorization form.

C. Out-of-State

1. All employees must obtain prior documented authorization for out-of-state travel, which must be approved by the appropriate approving authority of the employee. Completion of the on-line travel authorization

through Web Self Service and/or OneStop and subsequent approval by the approving authority will satisfy this requirement.

2. The authorization must show the name of the person traveling, purpose of the trip, destinations, date of departure and return, mode of transportation, estimated expenses, and availability of funds.
3. If, in the normal course of official business, the employee must routinely travel into another state and back in the same day, such travel will be considered in-state travel and shall be subject to the in-state travel provisions. This exception applies for trips which do not exceed 50 miles into another state.
4. Employees whose employment requires frequent out-of-state travel may obtain blanket authorization for such travel by completing and having approved by the approving authority the on-line travel authorization..

D. All Other Travel

1. Authorization for travel by an employee to Alaska, Hawaii, and all out-of-country travel shall be subject to approval by the president and the appropriate approving authority.
2. Authorization for travel to Alaska, Hawaii, and all out-of-country travel by the president shall be subject to approval by the Chair of the Board of Trustees.
3. APSU employees, students and other individuals authorized to travel at university expense must consult the U.S. Department of State Travel Advisories at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/> during planning stages and before departure. The following restrictions apply to out of country travel.
 - a. Level 4 countries- No travel is permitted, either as a final destination or layover.
 - b. Level 3 countries/regions-Travel may be permitted on a case by case basis.

4. The Office of Study Abroad and International Exchange must be consulted for all university sponsored out of country travel that involves students, regardless of the level of funding.

Transportation

A. General

1. All travel must be by the most direct or expeditious route possible. Any employee who travels by an indirect route must bear any extra expense incurred thereby.
2. When work is performed by an employee in route to or from the official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven in performing the work in route to or from the official station.
 - a. For example, if the employee normally commutes 10 miles (20 miles round trip), and performs work on the way home from the official station which results in 12 miles driven, the mileage reimbursement will be for 2 miles only, as that is the number of miles in excess of the employee's normal commute.
 - b. In no instance shall mileage claimed for reimbursement exceed actual miles traveled.

B. Mode of Transportation

1. Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical.
2. The use of air travel is recommended when time is an important factor or when the trip is so long that other methods of travel would increase the subsistence expense.
3. Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled, or to reduce expenses when two or more employees are making the trip.
 - a. Reimbursement for personal vehicle use may be claimed at the lesser of the standard mileage rate or

comparable cost of commercial transportation including taxi fares and/or other transfer charges.

- b. Employees should document the costs associated with commercial transportation and include those with the travel claim.

C. Air Travel

1. Reservations should be made in advance, ideally 14 days or more, to ensure the most convenient and cost effective fares.
2. When travel is by Air, the fare must not exceed the standard coach fare charged the general public, and advantage must be taken of round trip rates when available.
 - a. Reimbursement will be made at the lowest logical standard or discounted rate that allows for seat selection.
3. The cost will be reimbursed for those flights when seating at the lowest coach fare is unavailable or would:
 - a. Require circuitous routing
 - b. Require travel during unreasonable hours
 - c. Excessively prolong travel or greatly increase the duration of the flight
 - d. Result in increased costs that would offset transportation savings
 - e. Be inadequate for the medical needs of the traveler
4. Reasonable and actual add-on airline fees, within the fare class for which the traveler is authorized (coach or economy) are reimbursable. Such add-on fees include checked baggage fees and advance seat selection fees.
5. The employee's copy of the ticket, or an acceptable receipt, must be submitted for reimbursement of common carrier expenses.
6. Charges for trip insurance are not reimbursable.

D. Chartered Aircraft

Generally, faculty and staff (including group travel and athletics) whose duties require travel will use commercial ground and air carriers or utilize a vehicle using the university's rental vehicle contract.

1. However, a chartered aircraft may be used if time and/or distance preclude ground travel or if a commercial air service is either unavailable or does not meet the needs of the traveler(s).
2. The following guidelines apply:
 - a. The President of the University shall assign the following duties to a responsible official:
 - (1) Reviewing and approving requests for charter air services;
 - (2) Scheduling charter flights; and
 - (3) Informing those who request charter flights of the charter company's policy on canceling scheduled flights.
 - b. Charter services will be obtained only when it can be shown that the charter does not exceed the sum of all traveling costs by commercial carrier (e.g., transportation, meals, and lodging) or that circumstances necessitate travel when no other means is available.
 - c. An original, itemized invoice showing the beginning and ending dates of the charter, the origin and destination of each flight, and the names of the passengers on each flight must be obtained from the charter company.

E. Automobile Travel

1. When travel by automobile is appropriate, employees may use University-owned automobiles or rental automobiles through the university's contract whenever available and feasible. However, state-owned or vehicles

rented under the university's name should be used only on official business.

a. State-Owned or Rental Automobiles

- (1) When transportation is by rental automobile, tolls, parking, gasoline and storage expenses are allowable.
- (2) Emergency out-of-pocket expenses, such as towing or emergency repairs, will be reimbursed but must be accompanied by proper receipt identifying the automobile and itemizing the services.
- (3) Such expenditures must be of an emergency nature when immediate service is required and access to a state facility is not possible.
- (4) Major repairs should be approved by campus officials prior to work being performed. Such expenditures are allowed but should be filed for reimbursement separately.
- (5) When any portion of approved travel also contains an element of personal travel, the employee should not rent the vehicle under the name of APSU. The rental will need to be rented/billed personally and the employee include the expenses on their travel claim.
- (6) Passengers in rental vehicles should be limited to Austin Peay State University employees within the scope of their job, students engaged in school sponsored activities and other individuals with an approved travel authorization.

b. Personally-Owned Automobiles

- (1) Use of a personally-owned automobile must be authorized.
- (2) Mileage reimbursement rates are provided in the Addendum.

- (3) The authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items.
 - (4) Employees may use reputable web sites to determine point-to-point and/or vicinity mileage.
 - (5) Commuter Mileage
 - (a) Procedures for calculating mileage are based on the fact that the State is prohibited from reimbursing employees for normal commuting mileage.
 - (b) If an employee begins or ends a trip at his/her official station, reimbursable mileage will be the mileage from the official station to the destination.
 - (c) If work is performed by an employee in route to or from his/her official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.
 - (d) If an employee begins or ends his/her trip at his/her residence without stopping at his/her official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to his/her destination or his/her official station to the destination. On weekends and holidays, the employee may typically be reimbursed for actual mileage from his/her residence to the destination.
 - (e) If an employee travels between destinations without returning to his/her official station or his/her residence, reimbursable mileage is the actual mileage between those destinations.
- c. The travel claim must indicate the employee's itinerary and must show the official business mileage.
- (1) Business mileage as indicated by the official state map or reputable web sites, and that

published by Rand-McNally or reputable web sites for out-of-state routes will be regarded as official.

- (2) Vicinity mileage must be reported on a separate line and not included with point-to-point mileage. Only mileage on official business may be claimed.

- d. Necessary charges for hotel and airport parking will be allowed.

F. Taxi and other transfer Services

1. When travel is by common carrier, reasonable costs for shuttles, taxi service or other reasonable transfer services will be allowed for necessary transportation.
2. Bus or shuttle service to and from airports will be used when available and practical.
3. After arrival at destination, necessary taxi fares for traveling between hotels or lodging and meeting or conference will be allowed.
4. No receipt is required for reimbursement of reasonable taxi fares.

G. Car Rentals at Destination

1. Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation or is the only practical means of transportation.
2. Consistent with State of Tennessee travel regulations, charges for insurance for rented automobiles are not reimbursable, and therefore will not reimburse for insurance purchases made for rental vehicles.
3. Whenever possible, employees should refuel rental vehicles before returning them.

H. Tolls and Ferry Fees

1. Reasonable tolls and ferry fees will be allowed when necessary.
2. No receipt is required for reimbursement of tolls and ferry fees.

I. Daily Parking Fees

1. If an employee is required to leave his office on official business and later returns the same day, the actual additional charge required to park will be reimbursed up to the maximum rate indicated (see Addendum).
2. Also, those employees required to utilize commercial parking facilities in the daily performance of duties, or while on travel status, will be allowed reimbursement for actual costs.
3. Receipt is required if the fee exceeds the maximum rate indicated per day (see Addendum).

J. Unnecessary meals and lodging expenses which result from the use of an automobile for reasons of the employee's personal convenience, or which are due to travel by an indirect route, will not be allowed.

K. If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier including related parking expenses. Receipts must be furnished on airport and hotel parking exceeding maximum parking allowance in the Addendum.

Lodging

A. In-State Lodging

1. Lodging expenses incurred within the state while on authorized travel will be reimbursable to the maximum shown on the Addendum.

B. Out-of-State Lodging

1. Lodging expenses incurred out of the state while on authorized travel will be reimbursable to the maximum shown in the Addendum.
2. The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U. S. General

Services Administration for federal employees within the continental United States (CONUS).

3. The CONUS list, available on the General Services Administration web site, contains a standard reimbursement rate for lodging and meals and incidentals, and several pages of exceptions.

C. Out-of-Country Lodging

1. Lodging expenses incurred while out of country will be reimbursed at actual expenses with receipts.

D. Additional Lodging Expenses

1. Sales taxes on lodging costs will be reimbursable.
2. Higher rates for lodging at the location of a convention or conference will be allowed, without special approval, up to the amount indicated in the convention or conference brochure or conference web site.
3. Additional lodging for the president will be approved on the same basis as approval is granted for other employees.
4. The documentation, such as a convention or conference brochure or copy of the conference webpage, which indicates the lodging rates, must be included with the travel claim. Otherwise, reimbursement will be limited to the applicable lodging rate as provided in this policy.

E. Shared lodging

1. In the event of double occupancy for state employees on official travel, both employees should attach an explanation to his/her travel claim detailing dates and other employees with whom the room was shared.
2. The lodging cost may be claimed by the employee who incurred the cost, or one half the double occupancy charge may be allowable for each employee.
3. If a room is shared with other than a state employee, actual cost subject to the maximum in the Addendum will be allowed.

4. The receipt for the entire amount should be submitted with the travel claim.

Meals

A. In-State and Out-of-State Meals

1. Meals while on authorized travel will be reimbursed, subject to the meal allowance provided on the Addendum.
2. The maximum per diem rates include a fixed allowance for meals and incidental expenses (M&I).
3. The M&I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts.
4. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls home, etc.
5. The M&I rates for out-of-state travel are the same as those for federal employees, and are available on the General Services Administration's web site.
6. As with lodging, there is a standard rate for the continental United States (CONUS), and a list of exceptions.
7. Reimbursement for meals and incidentals for the day of departure shall be three-fourths of the appropriate M&I rate (either the in-state rate or CONUS rate for out-of-state travel) at the rate prescribed for the lodging location.
8. Reimbursement for M&I for the day of return shall be three-fourths of the M&I rate applicable to the preceding calendar day.
9. To assist in this calculation and determine single meal costs, visit <http://www.gsa.gov/portal/content/101518> for per diem rates of meals and incidentals for in-state and out-of-state travel.
10. Revisions to the tables above are required solely by changes in CONUS rates.

B. Out of country Meals

1. Out of country meals are reimbursed at actual expense with receipts. If no receipts are provided, the maximum rate will be the maximum CONUS rate of Out-of-State travel.

C. Official Banquets

1. When the expenses for an official banquet of a meeting or conference are in excess of the meal allowance, the excess will be allowed provided a receipt or proper explanation of the charge is submitted.

D. Business Meals

1. See Policy 4:010 for criteria on reimbursing business meals.

Miscellaneous Expenses**A. Personal Expenses**

1. Expenses for entertainment (employee or others), laundry, tips and gratuities, etc., are personal expenses and will not be reimbursed in excess of the incidental portion of the M&I rate.

B. Telephone, Internet and Fax Expenses

1. Charges for long distance telephone calls, internet, and/or fax on official business will be allowed.
2. Charges for necessary local calls on official business will be allowed.

C. Registration Fees

1. Registration fees for approved conferences, conventions, seminars, meetings, etc., will be allowed including cost of official banquets and/or luncheons, if authorized in advance by the appropriate approving authority, and provided receipts are submitted with the travel claim.

D. Handling Fees

1. Fees for the handling of equipment or promotional materials will be allowed up to the maximum indicated (see Addendum).

Travel Claims

- A. The standard form for claims for travel expenses approved by the appropriate approving authority shall be used for reimbursement of expenses.
1. The travel claim is submitted on-line and may be accessed through Web Self-Service or AP One Stop.
 2. The form must show movement and detail of expenses on a daily basis, be signed electronically by the employee, and be approved by the appropriate approving authority prior to reimbursement. Travel claims for reimbursements to be paid from grant funds must be approved by the Office of Research and Sponsored Programs and the Grants Accountant. Contact the Travel Clerk in Accounts Payable if electronic claims cannot be processed.
 3. Signatures on travel claims will be electronic. After approval, claims will be submitted electronically to the travel clerk, Accounts Payable, for payment.
 4. Receipts for appropriate expenses must be submitted with the claim for reimbursement.
 5. Expenses for books, supplies, postage, and other items that do not constitute actual traveling expenses should not be included in the travel claim. A payment authorization form may be submitted to Accounts Payable for reimbursement of these expenses. Receipts are required.
 6. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel.

Travel Advances

- A. General
1. Normally travel expenses should be paid when incurred by an employee, with reimbursement made to the employee for actual expenses upon proper submission of a claim for travel expenses.
 - a. A university travel card may be issued to and used by employees for payment of travel expenses. Use of the card is preferred rather than obtaining an

advance. The card cannot be used concurrently with an advance.

2. Advances to employees for anticipated travel expenses may be made under the circumstances hereinafter described as
 - a. Permanent travel advances; and
 - b. Temporary travel advances except as provided in Travel Section C below.
3. All travel advances for University employees must be approved by the employee's approving authority.

B. Permanent Travel Advances

1. When an employee has a blanket travel authorization, and is expected to travel the major portion of each month, the employee may be placed upon permanent travel status.
2. Upon determination of the employee's estimated monthly expenses, if such expenses exceed \$100, the employee may be provided with a single advance in an amount sufficient to cover such expenses for one month, provided such amount may not exceed the semi-monthly salary of the employee.
3. Subsequent to the initial advance, the employee shall submit appropriate claims and be reimbursed as heretofore provided, with any unused portion of the advance to be returned upon termination of the employee's permanent travel status.

C. Temporary Travel Advances

1. When temporary travel is authorized for an employee, the employee may receive an advance provided a request for the advance, including estimated expenses, is submitted to the appropriate approving authority with the travel authorization request, and the request for an advance is approved.

2. An amount equal to 80% of the estimated out of pocket expenditures will be allowed as an advance; however, no advance less than \$100 will be made.
3. Students traveling under individual authorizations or an employee traveling with a student or students who is responsible for disbursing all funds for the trip may be advanced 100% of the amount of the authorization.

D. Payroll Deduction Authorization

1. Each employee receiving a permanent or temporary travel advance for the first time must sign a payroll deduction authorization form which will allow the University to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim.
2. This deduction from payroll should be used as a last resort only in the event all other efforts to collect the advance have failed.

E. Travel Claim

1. Upon return from the trip, the employee should submit a travel claim using the on-line travel system detailing his/her actual expenditures. This claim should show the total expenses incurred.
2. The advanced amount should be subtracted from this total.
3. A voucher should then be prepared requesting the additional amount due the employee.
4. No advance should exceed actual expenses. If the advance issued does exceed actual expenses, 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.
5. In the latter instance, the receipt for the excess advance funds should be attached to the travel claim and forwarded to the business office to be filed with the advance request.

F. Non-Business Expenses

1. The employee is eligible for reimbursement of business-related travel expenses only.
2. If the trip was primarily for business and, while on the trip, the employee extended his/her stay, made a personal side trip, or had other personal activities, only the business related travel expenses are reimbursable.
3. Reimbursable expenses include the travel costs of getting to and from the business destination but do not include additional lodging, parking, or per diem for the days not required for the business travel.
4. Additional days are not considered business related unless they are necessary to provide rest or sleep required for the employee to properly perform his/her duties.

Athletic and Other Student Group Travel

This section is established by the university in recognition of the unique characteristics associated with travel by athletic personnel, teams and other groups. For purposes of this policy, other groups is defined as a group traveling as a single unit that does not consist entirely of university personnel. Generally other groups are student groups participating in programs or activities of the university; however, on occasion may include, or consist of individuals who are not university students. This section of the policy is to address practical considerations for travel related specifically to the performance of intercollegiate athletic recruiting, athletic team travel, and other group travel. This section shall apply only to these functions; travel for other purposes by athletic personnel and other groups shall be subject to the above procedures. All travel will be reimbursed subject to the above procedures unless a specific exception is provided below. In addition, APSU shall comply with all pertinent regulations of the National Collegiate Athletic Association (NCAA) and the athletic conference of which the university is a member.

A. Athletic Recruiting

1. Travel Advances

- a. Travel advances should be made consistent with the above procedures. In addition, temporary or permanent travel advances may be made to staff members engaged in recruiting when such advances are approved by the appropriate approving authority.
2. Reimbursement Rates – Courtesy Vehicle
 - a. If a staff member has a “courtesy vehicle” due to his or her association with the institution, the maximum mileage rate allowed will be the rate allowed under the Addendum Section less the portion of the IRS business standard mileage rate treated as depreciation. The reimbursement rate for a courtesy vehicle can be found at <http://www.apsu.edu/accounting-services/accounts-payable/travel.php>.
3. Approval for Travel
 - a. The following are subject to prior approval by the appropriate approving authority:
 - (1) Blanket travel authorization for scouting or recruiting; and
 - (2) The travel of visitors and guests at institutional expense for any occasion related to recruiting
4. Guests Meals
 - a. The actual cost of guest meals may be claimed when incurred by a staff member for recruiting purposes. Such claims must be submitted in appropriate detail. Receipts are required.
5. Student Recruits
 - a. Staff members are responsible for compliance with pertinent NCAA and conference rules regarding student recruits.
 - b. Lodging in campus facilities should be arranged if space is available. If campus space is not available, arrangements may be made for lodging in local motels/hotels, and, with the approval of the athletics

director or designee may be charged to the athletic department.

- c. If available, the use of campus dining services should be arranged and costs may be charged to the athletic department. If necessary, staff members will be reimbursed at cost for off-campus meals, with reasonable and customary gratuities allowed. Receipts must accompany claims.
- d. Transportation may be arranged through a local travel service and charged to the athletic department with the approval of the athletic director or designee. Automobile mileage may be reimbursed to a student recruit at the maximum rate allowed based on the above procedures for the use of a personal vehicle.
- e. Entertainment expenses may be reimbursed at cost within NCAA and conference rules.

B. Travel

- 1. APSU officials and guests of APSU who accompany the team or student groups on trips must be approved in advance by the appropriate approving authority.
 - a. In all cases, team and group transportation will be arranged through established APSU procedures, and travel itineraries are to be arranged in advance. Documentation must be maintained indicating that various cost alternatives have been explored before making all arrangements and reservations. However, if such arrangements are made by the APSU's Procurement and Contract Services office, that office should maintain the appropriate documentation.
- 2. A roster of all individuals on a particular trip must be included with the itinerary documentation for proper accounting and auditing purposes and filed with the travel claim.
- 3. A travel advance in the amount of 100% of the estimated trip expenses may be allowed. One person from the athletic department or faculty/staff member who is familiar with the travel regulations will be responsible for the advance and all bills connected with

team or group travel.

4. Receipts are required for all team or group travel expenses consistent with the above procedures.
 - a. Actual lodging expenses will be reimbursed. Documentation must be maintained indicating that various cost alternatives have been explored before making all arrangements and reservations. However, if such arrangements are made by APSU's Procurement and Contract Services, that office should maintain the appropriate documentation.
5. Miscellaneous expenses, such as movies while on trips, must be supported by receipts. Telephone calls by staff members for business purposes may be claimed with documentation consistent with the procedures above.
6. Individual meals associated with team or group travel will follow the above procedures.
7. All team or group meals and snacks will be reimbursed at actual cost. Gratuities not to exceed reasonable and customary rates are allowed. Appropriate documentation and receipts are required.
8. All travel claims and requisitions for team or group travel must be approved in writing by the appropriate approving authority.
9. Travel by student groups or other groups of participants in programs or activities of APSU may be reimbursed under the same provisions as included in Section B above.
10. Students will be required to follow APSU student code of conduct through the duration of travel related activity.
11. Non-APSU affiliates participating in University funded travel will be removed from trip activities if found violating state/federal laws or violating student code of conduct.
12. Travel by student groups or other groups of participants in programs or activities of the institution should be

addressed by specific institutional guidelines which describe the approval process, discussion of possible liability issues and requirement of waivers/releases of liability by the student if appropriate.

- a. Sample waivers/releases can be found online at: <https://www.apsu.edu/legal-affairs/releases-waivers.php>
- b. A waiver/release is not appropriate for travel that is required as part of an academic program.

Travel Cards

- A. General –institution may arrange for travel cards to assist with travel expenses.
- B. Advances - Travel advances, permanent or temporary, shall not be issued to:
 - a. Any employee who is issued a travel card; or
 - b. Any employee who is designated but chooses not to apply for a travel card; or
 - c. Any employee who has had his/her travel card canceled or was refused a card.
 1. Institution may make individual exceptions to the above provisions when the circumstances are determined to warrant such exception.
- C. Reimbursement - Reimbursement for travel expenses shall only be allowed for actual business expenses incurred, subject to the General Provisions Section F, and the maximum limitations shown on the Addendum.
- D. Cancellations - The institution and/or the card vendor may cancel an employee's travel card at any time. In the event of cancellation of a travel card, the Institution shall promptly notify the employee of the cancellation and use its best efforts to obtain the canceled travel card.
- E. Termination - The institution shall collect the travel cards from terminated employees and return them to Procurement and Contract Services.

Non-University Travelers

Travelers in this category include prospective employees, independent contractors and consultants, inbound travelers hired by the University for a temporary assignment at a campus, and foreign visiting scholars.

Travel expenses incurred by non-University travelers shall not be reimbursed from a University fund source unless the travel has been approved in advance by the inviting department.

Allowable travel expenses for non-University travelers are subject to the provisions of this policy.

Exceptions

A. General

1. The President shall have the authority to grant exceptions to any part or all of the provisions of this policy when deemed appropriate and necessary, however, any exception directly affecting the President must be approved by the Chair of the Board of Trustees.

Addendum

- A. The per diem rates for lodging in the State of Tennessee can be found at: <http://www.apsu.edu/accounting-services/accounts-payable/travel.php>. For all other per diem rates, visit <http://www.gsa.gov/portal/content/104877>.

Links

APSU Travel Website	http://www.apsu.edu/accounting-services/accounts-payable/travel.php
CONUS- Per Diem Rates	http://www.gsa.gov/portal/content/104877
Rand McNally-Mileage	http://www.randmcnally.com/
APSU Policy 2:017	http://www.apsu.edu/policy/2s_academic_policies/2017-development-and-operation-campus-international-education-programs.php

Revision Dates

APSU Policy 4:015 – Rev.: April 23, 2018
APSU Policy 4:015 (previously 4:016) – Rev.: March 8, 2017
APSU Policy 4:015 – Rev.: November 23, 2016
APSU Policy 4:015 – Rev.: January 15, 2009
APSU Policy 4:015 – Issued: March 22, 2006

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
