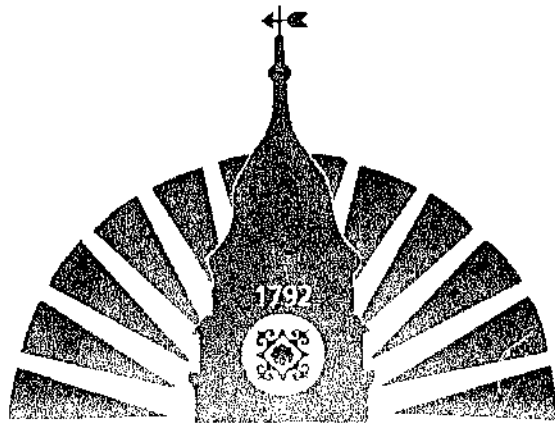


Knox County Tennessee



TRAVEL POLICY HANDBOOK

**Travel Reimbursement Procedures
Travel Regulations
Sample Forms**

**Department of Finance
October 1, 2000**

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KNOX COUNTY TRAVEL PROCEDURES

SECTION 1.1

DATE: 08/18/09

TITLE: REIMBURSEMENT DOCUMENTS

1.1.1 The document authorized for requesting reimbursement for all expenses relating to travel (and/or mileage reimbursement for personal vehicle usage is the Knox County Travel Expense Receipt/Reimbursement Request form (TER). The following requirements must be met prior to submission for reimbursement:

- A. The form must show movement and detail of expenses day by day
- B. A separate TER must be completed for each claimant.
- C. The TER must be typed or printed in ink
- D. All signatures must be original (no stamped or copied signatures permitted).

The above requirements also apply to claimants employed by the State who submit approved State Claims for Travel Expenses paid by Knox County and subsequently reimbursed by the state (ex. WIC, AOCCT)

1.1.2 A copy of the brochure describing the event must be included with the TER if the claim pertains to attendance of a convention, conference, seminar, or formal training session.

1.1.3 Expenses claimed in excess of \$10.00, except meals, require that a receipt be submitted with the TER. All receipts must be the original and the following regulations apply:

- A. Recipients for prepaid lodging require some form of official communication from the provider that verifies the amount being requested for lodging. The original, dated (showing individual charges) statement/invoice from the lodging provider needs to be submitted with the TER upon completion of travel.
- B. Reimbursement for lodging paid by the claimant requires the original statement/invoice from the provider and proof of payment. If payment is not indicated on the statement/invoice, an original receipt showing payment is required.
- C. Requests for prepaid common carrier fare require some form of official communication from the provider that specifies the rate being charged. The original passenger coupon or ticket stub showing actual charges must be submitted with the TER upon completion of travel.
- D. Reimbursement for common carrier travel paid by the claimant requires the original passenger-coupon or ticket stub and the original receipt showing proof of payment.

1.1.4 If receipts are submitted for meals or other expenses less than \$10.00, the amount of the receipt will be paid up to the limits specified in these regulations.

KNOX COUNTY TRAVEL PROCEDURES

SECTION 1.2

DATE: 08/18/09

TITLE: REIMBURSEMENT REQUESTS

1.2.1 All requests for reimbursement for any travel related expense must be recorded on the Knox County Travel Expense Receipt/Reimbursement Request form (TER). This includes, but is not limited to, prepaid or reimbursable payment for:

- Airfares or other common carrier fares
- Convention/conference/seminar/training registration
- Overnight lodging
- Mileage on personal vehicles
- Expenses on county vehicles
- Per diem (food expense associated with overnight lodging)

1.2.2 All expenses for a single trip must be recorded on the TER regardless of whether it is a prepayment, partial reimbursement, or full reimbursement. Requests for prepayment will be made on the Knox County Payable Warrant Request. Requests for final reimbursement are made automatically when the completed and signed TER is sent to the Finance Department.

1.2.3 A single claim form covers a travel duration of five (5) days. If travel extends beyond five days, copies of an unnumbered TER will be used to account for the additional days needed. The totals will be carried forward onto the original (numbered) form. The only exceptions are claims filed only for reimbursement of mileage on personal vehicles. Such claims are limited only by the space on the reverse of the form for recording odometer readings.

1.2.4 Multiple individuals in the same department who travel to the same event, seminar, convention, etc., must file their expense claims at the same time as a unit.

1.2.5 Valid reimbursements will normally be paid within four days of the date the claim is stamped received in the Department of Finance.

KNOX COUNTY TRAVEL PROCEDURES

KNOX COUNTY TRAVEL REGULATIONS

TITLE: ERROR HANDLING PROCEDURES

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1.4.1 If a travel claim is submitted to the Finance Department for processing and contains errors relating to the following, it will be rejected and returned to the submitter for correction:

- a. Wrong form used - all claims for prepayment must be submitted on the Knox County Payable Warrant Request referencing a valid Knox County Travel Expense Recap/Reimbursement Request form (TER) number. All reimbursement requests after trip completion must be submitted on the TER.
- b. Further Approval(s) required - all necessary approvals must be provided.
- c. Account number omitted or incorrect - account numbers must be provided/accurate.
- d. Original receipts missing - All required receipts must be attached and must be original documents.
- e. Insufficient documentation - All required documentation must be included and TER form must be properly completed.
- f. Companion claims missing - The TER form must contain all expenses relating to a single trip and all travelers to the same destination must submit their claims together.
- 1.4.2 If a travel claim is submitted to the Department of Finance for processing and contains errors relating to the following, it will be changed as necessary to comply with the Travel Regulations and processed for payment:
 - a. Any expenses that exceed the Reimbursement Rate Schedule including but not limited to expenses for lodging and meals.
 - b. Mileage that exceeds the allowable mileage based on destination and days traveled.

exceptions
most common, conferences, etc. are in design with cards a number range to stay at. there are no case fees. no reimbursement needs.

1. Introduction

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3. Reimbursement Rate Schedule

Appendix A - Locations Eligible for Higher Reimbursement Rates

KNOX COUNTY TRAVEL REGULATIONS

SECTION: 1.1

DATE: Dec 1, 1999

TITLE: PURPOSE/APPLICATION/ACCOUNTABILITY

REV. DATE: Aug 18, 2000

1.1.1 Purpose:

It is the intent of these regulations that employees not suffer additional cost as a result of necessary expenses or travel incurred to carry out their assigned job duties. Employees shall be reimbursed for such expenses subject to the limitations set forth herein.

1.1.2 Application:

Deliberate disregard for these regulations while traveling on county business or filing of an intentionally misleading or fraudulent travel claim are grounds for corrective action up to and including termination of employment.

It is the responsibility of the employing department to inform its employees of the requirements of these regulations and to monitor the travel claims of its employees.

It is the responsibility of the employee to adhere to the regulations prescribed herein.

1.1.3 Accountability:

County employees, when traveling, should be as conservative as circumstances permit. In the event an alternate means of travel is available or multiple prices exist for travel related costs, the lower cost should be selected whenever practical.

KNOX COUNTY TRAVEL REGULATIONS

SECTION: 1.2

DATE: December 1, 1999

TITLE: GENERAL POLICY

REV. DATE: Aug 18, 2000

1.2.1 Travel may not be undertaken unless it is authorized in advance by the proper authority.

2 Approved travel is the basis of reimbursement for the necessary business expenses incurred subject to the limitations set forth herein.

3 Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel. Claims submitted after this period must provide written explanation for the delay.

4 Receipts are required for all items or fares in excess of \$10.00 except for meals which are paid on per diem basis and require no receipt.

5 Travel must be by the most direct route possible, and any individual traveling by an indirect route must assume any extra expense incurred thereby.

6 The employee is considered to be on official travel status, and as such, eligible for reimbursement of travel expenses at the time of departure.

7 Expenses for meals will be allowed only when overnight travel is required outside the county.

8 Expenses for lodging will be allowed when overnight travel or occasional excessive hours of work are required outside the county.

9 Mileage on personal automobiles used in the daily performance of duties and/or for travel within Knox County shall be computed from the employee's residence or official work station, whichever is shorter. Point to point mileage will be used to compute reimbursement for the use of personal automobiles or business and out of county travel.

10 The limits on travel expenses set forth herein are maximum amounts above which reimbursements cannot be made. County employees, when traveling, should be as conservative as circumstances permit.

Occasional Travel

Travel Expenses (Salary)

7/18/00

KNOX COUNTY TRAVEL REGULATIONS

SECTION: 14

DATE: December 1, 1999

TITLE: REIMBURSEMENT

REV. DATE: Aug 18, 2000

1.4.6 b. If the employee chooses not to accept the honorarium, it must be surrendered to the county. If the trip is considered approved travel for county business in accordance with the regulations herein, the employee will be reimbursed at such amount as determined under the provisions of these regulations.

1.4.7 Employees who meet the eligibility requirements may apply for the Corporate Charge Card through the program implemented by the county to ease the financial burden on employees traveling on county business. Charges made on cards issued through this program are the liability of the employee. The county accepts no liability for such charges other than the reimbursement of the authorized travel in accordance with the provision of the regulations prescribed herein.

1.4.8 In addition to items herein specifically identified as reimbursable, the following also qualify:

- a. Travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier including but not limited to the reasonable cost of one round trip taxi fare; or parking of the employee's personal car at the location of the common carrier, plus mileage of one round trip; or mileage of two round trips in the employee's personal car (subject to a 100 mile maximum for two round trips).
- b. Necessary charges for airport parking are allowed provided that airport parking fees do not exceed normal taxi fare to and from the airport. Necessary charges for overnight hotel parking are allowed.
- c. In traveling between hotel or lodging, and meeting or conference, reasonable transportation fare will be allowed.
- d. Reasonable tolls and ferry fees will be allowed when necessary.
- e. Baggage handling fees will be allowed only up to the maximum indicated in the Travel Regulations reimbursement rate schedule. This charge is not an automatic reimbursement and should be claimed only when an actual expense has been incurred.
- f. A long distance telephone call, not to exceed three (3) minutes will be allowed to notify home of arrival.
- g. Telecommunications charges incurred by county employees on official business will be reimbursed subject to the following limitations:
 - (1) Local phone calls on official business will be reimbursed.
 - (2) Long distance telephone calls on official business will be reimbursed provided a statement is furnished indicating the date, name and location called.

KNOX COUNTY TRAVEL REGULATIONS

SECTION: 14

DATE: December 1, 1999

TITLE: REIMBURSEMENT

REV. DATE: Aug 18, 2000

1.4.8 (3) Telegrams and FAX charges will be reimbursed provided a statement similar to that for long distance calls is furnished.

b. Department heads may authorize an employee to use his personal cellular phone in conducting official business. Authorized employees shall be reimbursed for any additional cost incurred in using their personal cellular phones on official business. An itemized statement indicating the date, name, location and cost of each call plus a billing statement indicating that additional cost was incurred is required for reimbursement.

i. Fees for the handling of promotional materials or equipment will be allowed up to the maximum indicated in the Travel Regulations reimbursement schedule.

j. Registration fees for conferences, conventions, seminars, meetings, etc., (including the cost of official banquets and/or luncheons) shall be reimbursed, regardless of the cost of such fees, provided that the travel is authorized in accordance with the provisions of these regulations.

1.4.9 In addition to items herein specifically identified as not reimbursable, the following also are not:

- a. Expenditures for entertainment (employee or others), laundry, valet service, theater, etc., are personal charges and will not be allowed. Charges for alcoholic beverages will not be allowed in any circumstance.
 - b. Unnecessary meals and lodging expenses which are occasioned by 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 reimbursed.
 - c. Expenses of books, supplies, postage, stenographic help, and other items that do not constitute actual traveling expenses should not be made a part of the travel claim.
- 1.4.10 The County Executive shall set forth the procedures to be followed by county employees to secure reimbursement in accordance with these regulations.

KNOX COUNTY TRAVEL REGULATIONS

SECTION: 23

DATE: December 1, 1999

TITLE: MEAL REGULATIONS

REV. DATE: Aug 18, 2000

2.3.1 Reimbursement for meals will only be made when overnight travel is required.

2.3.2 The reimbursement for meals while on in-state or out-of-state travel will be based upon the appropriate daily (per diem) allowance contained in the Travel Regulations reimbursement rate schedule. For fractional days in travel status, the allowance will be prorated based upon the time/meal schedule below.

2.3.3 Those cities where cost or standard of living justify a higher per diem allowance are identified in Appendix A of the Travel Regulations.

2.3.4 Employees who receive maintenance in the form of meals provided by their employing agency at their official work station shall be eligible for reimbursement if they are away from their official work station on county business and do not receive the maintenance meal.

2.3.5 The following time schedule shall determine eligibility for reimbursement for meals. Employees not on official travel status prior to the hours given for breakfast and lunch and/or after the hours given for dinner, shall not be entitled to reimbursement.

Breakfast: 7:00 a - 9:00 a
Lunch: 11:00 a - 1:30 p
Dinner: 4:40 p - 6:30 p

2.3.6 When overnight travel is involved, reimbursement for the dinner meal will be made regardless of the time of departure on county business.

2.3.7 Employees on overnight travel status not claiming lodging must include an explanation to claim meal allowance (e.g., staying with friends).

2.3.8 No separate claim for a meal will be allowed when a full breakfast, luncheon, or banquet is included in a claimed registration fee.

See Appendix A for list of cities. Standard of living. Higher cost.

KNOX COUNTY TRAVEL REGULATIONS

SECTION: 3.0

DATE: December 1, 1999

TITLE: REIMBURSEMENT RATE SCHEDULE

REV. DATE: Aug 18, 2000

MAXIMUM GENERAL REIMBURSEMENT RATES:

Standard Mileage Rate \$.445
Parking Fee \$.25/mile
Baggage Handling Fee \$ 10.00/day
Fees for Handling Equipment/Promotional Materials \$ 5.00/airport
\$ 20.00/hotel

NOTE ALL EXPENDITURES GREATER THAN \$10.00 REQUIRE RECEIPTS

REIMBURSEMENT FOR LODGING Hotel/Motel Per Day

Level I & II Cities: \$ 80.00 + tax

Level III Cities: \$ 100.00 + tax

LEVEL II CITIES AND STATES:

Los Angeles, CA Atlanta, GA
San Diego, CA New Orleans, LA
San Francisco, CA Boston, MA
Denver, CO Detroit, MI
Miami, FL Las Vegas, NV

LEVEL III CITIES AND STATES:

New York, NY Washington, DC

REIMBURSEMENT FOR MEALS* - Based on City, See Appendix A¹

Per Diem Total	\$30.00	\$34.00	\$38.00	\$42.00
Breakfast	\$6.00	\$7.00	\$8.00	\$9.00
Lunch	\$7.00	\$8.00	\$9.00	\$10.00
Dinner	\$17.00	\$19.00	\$21.00	\$23.00

¹Per IRS guidelines as of the first day of the month following the announcement.
²For Travel involving overnight stay only.

The lowest per Diem will be assumed unless the city is listed in Appendix A - Locations Eligible for Higher Standard Meal Allowance (per IRS guidelines as of the first day of the month following the announcement.)

