

## **General Travel Policy**

### **PER DIEM AND M&I**

*\*Note: this document contains excerpts from the policy as well as helpful information. For full reference, always refer to the full Travel Policy.*

#### **III. Reimbursement**

- A. Reimbursement - All employees and students must pay their own expenses and seek reimbursement except where otherwise noted in this policy.
- B. Process - The travel claim form is completed then entered in the eBucs system and submitted for approvals there. All required receipts must be attached and routed electronically through eBucs to the accounts payable office for audit and reimbursement processing.
- C. Timely - Employees must submit claims for reimbursement for travel expense no later than 30 days after completion of travel, with the exception of local mileage. Failure to do so could significantly delay the reimbursement. In accordance with Internal Revenue Service Guidelines, claims not submitted in a timely manner may be considered taxable income.
- D. Rates - Reimbursement per diem amounts (meals, lodging, and mileage) can be found in the General Reimbursement Rate Schedule section of the Comprehensive Travel Regulations of the State of Tennessee. Reimbursement of expenses incurred while on University business is subject to the limitations in this policy. The limits do not indicate the amounts that should be spent but provide maximum amounts that can be reimbursed.

VIII H. Tips paid on ground transportation are not reimbursable since they are included in the traveler's per diem.

#### **X. Lodging**

- A. Non-Conference Lodging - Lodging expenses will be reimbursed subject to the maximum amounts shown in the U.S. General Services Administration's Per Diem Rates (CONUS) or the Department of Defense (OCONUS). Receipts are required and must include the address of the hotel, name of the individual occupying the room, the daily room charge, applicable tax, and total charges. The reimbursement rate for lodging and meals is based upon the city where the employee spends the night.

Therefore, the address including the zip code of their lodging location must be listed on their expense reimbursement request.

#### **XI. Meal Allowances**

- A. Rate - Daily meal allowances are provided in US General Services Administration (CONUS) or the Department of Defense (OCONUS). The meal allowance will be in accordance with the per diems for locations of travel and will be based upon the city where the employee spent the night.
- B. In-Route Days - Reimbursement for meals for the day of departure and the day of return will be 75% of the normal reimbursement rate regardless of the time of departure or return. If one trip ends and another begins on the same day, meal deductions should be made on one of the trips and noted on both trips so that the traveler is not reimbursed more than 100% of the meal allowance for that day.
- C. Official Banquets – When the expense for an official banquet of a meeting or conference is in excess of the per diem limit, the excess will be allowed provided a receipt or other documentation of the charge is submitted with the travel claim.
- D. Reimbursement for meals will not be permitted when overnight travel is not involved.

#### **XII. Other Expenses**

- Tips – Reimbursement for tips associated with hotel stays are not permissible, since they are included in the traveler’s per diem. Tips with other expenses, including groups travel, are considered a reimbursable expense and should be based upon the level of service, but reimbursement will not exceed twenty percent of the total.
- Individual meals associated with team or group travel will be reimbursed, consistent with this policy. All team or group meals, (including pre-game and after-game meals for athletic teams) will be reimbursed at actual cost. Gratuities, not to exceed 20%, are allowed. Appropriate documentation and receipts are required.

#### **XIX. ETSU Travel Rates**

- A. This section provides the specific expense considerations cited in this policy. The reimbursement rates listed below are consistent with the current [of Finance and Administration Policy 8-Comprehensive Travel Regulations](#), which may be revised from time to time.
- B. General Reimbursement Rates

- A. Standard mileage rate, which is currently \$0.655 per mile. Rate approved in [of Finance and Administration Policy 8-Comprehensive Travel Regulations](#).
- B. Maximum parking fee without receipt is eight dollars (\$8.00) per day.
- C. Fee for handling of equipment or promotional materials is twenty dollars (\$20.00) per hotel.
- D. Per Diem Rates for Travel in Continental U.S.
  - a. Lodging and Meal Allowances – The maximum allowances for both lodging and meals will be in accordance with the rates published by the U.S. General Services Administration (CONUS). The meal allowance includes both the allowance for meals plus \$5.00 for incidentals. The CONUS rates applicable for all cities can be found at the U.S General Services Administration web site. The lodging and meal per diem will be determined by the CONUS/OCONUS rate for hotel address, “where you lay your head”, not the meeting destination.
  - b. Partial Meal Allowances for Day of Departure and Day of Return for Both In-State and Out of State Travel – Reimbursement for meals for the day of departure and the day of the return will be 75% of the normal reimbursement rate regardless of the time of departure or return.
- E. Per Diem Rates for Travel Outside the Continental U.S. The maximum allowances for both lodging and meals will be in accordance with the rates published by the Department of Defense (OCONUS). Reimbursement for meals for the day of departure and the day of return will be 75% of the normal reimbursement rate regardless of the time of departure or return.

1F. Travel Packages - The University will reimburse employees when a travel package (airfare, lodging and rental car) is purchased to obtain the best overall cost for a trip. The package, however, must not contain any expenses not allowed by fiscal policy, including first-class airfare, or lodging that exceeds the per diem for the location of travel. The receipt must provide an itemization of each expense and the class of airfare must be documented. Reimbursement will not be made without itemization of each expense.