07:00:00
Travel Policy
Travel Policy

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9/06
General TBR Travel Policy and Addendum

Reference TBR Policy 4:03:03:00, General Travel

WSCC Travel Supplements

The following supplements to the TBR travel policy provide detail relative to WSCC faculty and staff who are authorized to travel for official business-related purposes. Any conflict between these supplements and TBR policy will be governed by the TBR policy. College motor pool vehicles should be used when available and to the extent feasible. Any request for authorization to keep a motor pool vehicle overnight at a personal residence shall require prior approval from the college’s president. It is significant and imperative for faculty and staff to obtain prior authorization for travel in accordance with the provisions of the TBR policy and Walters State’s supplements to minimize personal liability when conducting official college business. Reimbursement claims should be processed in accordance with the section for claims of the TBR travel policy and should be processed as soon as possible after completion of the trip. Approval of reimbursement claims should be consistent with approval of authorizations (i.e., the individual authorized/required to approve the authorization must also approve the reimbursement claim).

Travel Within the State of Tennessee

Faculty and staff may receive authorization for official business-related travel within the State of Tennessee from their chief administrative official (official reporting directly to the president). A written request for travel should be made on the Authorization for Official Travel form and signed by the appropriate chief administrative official prior to departure.

Out-of-State/Out-of-Country Travel

Travel outside the State of Tennessee and out-of-country as well as Alaska, Hawaii, and Canada will require advanced written authorization from the president and, in specific instances, will also require approval of the chancellor or his/her designee as specified in TBR policy.

Blanket Travel Authorization

Blanket travel authorization may be granted for travel within the college’s defined and extended service area. Walters State’s extended service area includes the following counties: Knox, Washington, Sullivan, Carter, Unicoi, and Johnson counties in Tennessee; Lee County, Virginia; Bell County, Kentucky; and Madison County, North Carolina. Such authorization is intended for use where faculty or staff travel on a regular recurring basis within Walters State’s service area. It is intended to provide authorization for faculty/staff who travel to the same location on a repetitive basis as well as for employees whose primary job assignment requires them to travel on a regular basis. In all such situations, the Authorization for Official Travel form should be completed with appropriate detail to
document the nature of the travel. Blanket travel authorizations should not extend beyond a six-month period and should generally be processed for periods not to exceed July through December and January through June. Reimbursement claims for blanket travel should also be processed on a similar timeframe (i.e., not to exceed a six-month interval: July – December and January – June).

Blanket travel authorizations may also be granted for individuals who use their personal vehicle to conduct college business on a regular basis. An Authorization for Official Travel form should be completed, following the same procedures as for travel using college vehicles. Employees should advise departmental personnel prior to departure when using their personal vehicle for official college business.

07:04:00

Student / Athletic Travel Procedures

General Provisions
1. No authorization for travel by any Student Affairs Organization/athletic team shall be granted, and no reimbursement for travel expenses shall be made, except in accordance with these policies and procedures.
2. The limitations on travel expenses contained herein are maximum amounts above which reimbursement shall not be made. Sponsors/coaches are expected to be as conservative as possible in incurring travel expenses, and expenses may actually amount to less than the maximum limitations.

Authorization of Travel
All sponsors/coaches must obtain prior authorization for team travel by securing the written approval of the appropriate approving authority in accordance with WSCC Travel Policy Supplements 07:02:01, 07:02:02, and 07:02:03 as it relates to in-state, out-of-state, and blanket travel. This authorization will entail completing the college’s authorization for travel form. Student Organization/team travel is construed to encompass sponsor/coaches, trainer, bus driver, team members, and other personnel so designated by the president who are traveling in an official capacity with a student organization/college athletic team.

Transportation
1. Transportation of student organizations/athletic teams should be by the most practical and economical means available. In most situations this would involve utilization of school vehicles.
2. When travel by private automobile is appropriate, expenses incurred will be charged to each respective sponsor’s/coach’s travel budget.
   a. When a state-owned vehicle is not available, and economy or necessity requires travel by automobile, use of a personally owned automobile may be authorized. Sponsors/coaches must get prior approval from the vice president for Student Affairs and director of Athletics to use their personal automobile. When the use of a sponsor’s/coach’s personal vehicle is authorized, sponsors/coaches shall be reimbursed at the mileage rate in accordance with TBR policy.
   b. Reimbursement for mileage will be based upon the mileage as indicated in the Rand-McNally mileage table, official state map or appropriate web site from city to city by the most direct route. Vicinity mileage will be handled on an exception basis and must be supported by written justification/documentation to be approved by the vice president for Student Affairs and Director of Athletics. Vicinity mileage must be itemized as a separate line item with a description of each travel destination and beginning and ending odometer readings.

Lodging
Sponsors/coaches will be expected to use the most practical and economical accommodations when housing students/athletes on overnight trips. They are expected to place at least two persons per room. The lodging expenses for sponsors/coaches and students/team members will be the same as the format for state employees (TBR Policy 4:03:03:00). Lodging arrangements must be confirmed by the issuance of a requisition and a signed purchase order. A purchase order can be taken to the vendor by the sponsor/coach at the time of travel, or a travel advance check may be issued to the respective
sponsor/coach sufficient to cover lodging accommodations. Appropriate invoices/receipts are required to clear organization/team travel advances.

Meals

While on authorized travel, actual meal expenses shall be in accordance with amounts identified below:

The following time schedule for departure from and return to the school shall determine eligibility for reimbursement for meals when overnight travel is involved:

<table>
<thead>
<tr>
<th></th>
<th>Depart Before</th>
<th>Return After</th>
<th>Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8:00 a.m.</td>
<td>3:00 a.m.</td>
<td>$6.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 a.m.</td>
<td>1:30 p.m.</td>
<td>$8.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 p.m.</td>
<td>7:00 p.m.</td>
<td>$11.00</td>
</tr>
</tbody>
</table>

$25.00 Total

Many student/athletic contests do not involve overnight travel; consequently, when overnight travel is not involved, the travel student/squad will be entitled to pre-game/event and post-game/event meals as follows: $8.00 for pre-game/event meal, $10.00 for post-game/event meal. To be eligible for breakfast when overnight travel is not involved, a team must depart prior to 8 a.m. However, when teams travel late into the night to avoid lodging expenses and when they arrive on campus after 3 a.m., subsistence for a full day will be allowed.

Travel Advances

Advances to sponsors/coaches for anticipated travel expenses will be made if the sponsors/coaches have:

1) submitted the authorization for travel form within the time framework set forth by the college and secured the written approval of the vice president for Student Affairs and director of Athletics; and
2) turned in a requisition for purchase stating the number in the travel squad, anticipated costs for each member, and a list of students/players traveling. This requisition must be approved by the vice president for Student Affairs and director of Athletics, the vice president for Business Affairs or his/her designee, and the president.

All sponsors/coaches are required each year to sign and agree to a memorandum of understanding authorizing payroll deduction for any portion of an unused/undocumented travel advance not remitted to the college (Appendix C).

Receipts

Sponsors/Coaches have two alternatives for handling allocated funds for the travel squad meals. They can pay for the meal expenses for the entire team or issue a fixed sum to each individual team member. If the sponsor/coach pays for the meal expenses for the entire team, a receipt must be presented for the amount paid. If the sponsor/coach issues a fixed sum to each individual team member, team members will sign a standardized departmental form acknowledging receipt of funds (see Appendix D). Sponsors/Coaches are to turn in all receipts, forms, and excess funds to the Office of Business Affairs as soon as practicable but within three scheduled workdays after returning from a trip.

Claims

In the event sponsors/coaches do not get requisitions approved in the timeframe set forth by the college, and thus, do not receive travel advances, the standard form for claims for travel expenses shall be used by the sponsors/coaches for reimbursement of expenses. The form must provide a breakdown of expenses, be signed by the sponsor/coach, the vice president for Student Affairs and director of Athletics and the appropriate approving authority in accordance with WSCC Travel Policy Supplements 07:02:01, 07:02:02, and 07:02:03 as it relates to in-state, out-of-state, and blanket travel prior to
reimbursement. Appropriate receipts must be attached to the claim form. Claims should be submitted within 30 days of the travel.

**Miscellaneous Expenses**

**Telephone, Telegram and Fax Expenses**: Charges for long distance telephone calls, telegrams, internet connection, and/or fax for official team or school business will be allowed provided a statement is furnished showing the date, the name and location called/accessed, and the purpose of the call/access. Charges for necessary local calls on official business will be allowed.

**Registration Fees**: Registration fees for student/athletic events will be processed from a requisition for purchase form subject to the approval of the vice president for Student Affairs and director of Athletics and the vice president for Business Affairs or director of Purchasing. Documentation (registration brochure, etc.) of registration fee should be attached to the requisition form.

**Special Notes**

When sponsors/coaches travel other than with a student organization/athletic team, the General Travel Policies and Procedures, TBR Policy No. 4:03:03:00 will prevail.

Each sponsor/coach is encouraged to obtain a corporate credit card for use while on official school business. These cards are issued in the name of the individual, and Walters State is not liable for payment. There is, however, “no charge” for the issuance and/or maintenance of these cards. Additional information may be obtained from the Office of Business Affairs. 12/12; 8/04; 9/06