

Sullivan County Travel Policy

1. Official in-state travel by Sullivan County officials and employees is to be reimbursed at the rates prescribed by the State of Tennessee' Comprehensive Travel Regulation's "Travel Reimbursement Schedule", unless otherwise stated in these guidelines. Travel may not be undertaken unless proper authority authorizes it in advance. Claims for reimbursement of travel expenses should be submitted no later than thirty (30) days after completion of the travel. The travel expense claims should be submitted to the Office of Accounts and Budgets by the 10th of each month for expenses incurred in the previous month.
2. The expense claim forms approved by the Offices of Finance Director and Purchasing are to be used for all claims made for travel expense reimbursement. Receipts must accompany this form and each claimant must file a separate claim. The travel claim must have the original signature of claimant and Department Head. All receipts must be original unless a state or federal agency is reimbursing for the travel and they require the original receipt, then it will be permissible to submit a photocopy with an explanation to support your documents. ***Receipts are required for expenses that exceed \$10.00 with the following exceptions: meals, taxi fare, parking and toll.***
3. **Use of County Credit Cards - Sullivan County does not make Travel Advances.** County credit cards are available to certain departments and others may be available upon request. The limits of travel expenses set forth herein are the maximum amounts, which can be charged to County credit cards where reimbursements can be made. County employees should be as conservative as circumstances permit. The use of these cards is limited to official travel related expenses. Tax-exempt certificates should be obtained from the Purchasing Department when using a county credit card. Department heads are responsible for assuring the proper use of the county credit cards and appropriate corrective steps upon misuses of the card by a county employee. Any inappropriate charges to County credit cards by an employee not settled within 20 days after notification may be settled through the payroll accounts.
4. If a personally owned vehicle is used to conduct County business, the use shall be reimbursed at sixty-seven (0.67) cents per mile and adjusted to state allowance within 30 days of notification of state changes. Any exceptions for special drive allowance such as mail pickup must be requisitioned in advance by the Department head and limited to a maximum of \$2 per day per department
5. Taxi fares and tolls are reimbursable for necessary transportation.
6. Parking fees for parking are reimbursable including, at an airport or overnight parking at a hotel/motel.
7. Charges for automobile rental will be reimbursed when rental is deemed necessary. Unless a documented emergency, the rental must be approved by Purchasing and Accounts and Budgets in advance.
8. Meals will be reimbursed as described in the chart below. Tips are not a reimbursable expense for individual travel. The day of departure and day of return will be reimbursed at 75% for the day without further breakdown. Meals provided through the seminar, convention, etc. are to be used to reduce the reimbursement claim. Documentation for meals when overnight stay is

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involved is not necessary; however, meal allowances for special circumstances must be requisitioned in advance when overnight travel is not involved.

9. Lodging will be reimbursed for actual expenses incurred not to exceed the state rates as per the chart below. Only the cost of the room at the State reimbursement rate is reimbursable to be charged to a Sullivan County Credit Card. Tips are not reimbursable, nor should they be charged to a Sullivan County Credit Card. Lodging that exceeds the state rate including tax will be reimbursed only when circumstances dictate such as seminars or training sessions that are being held at a specified hotel/motel.

<u>Counties</u>	<u>Lodging</u>	<u>Max. Meals</u>	<u>75% Meals</u>
Davidson (Nashville)	237	79	59.25
Shelby (Memphis)	123	69	51.75
Williamson (Brentwood/Franklin)	125	69	51.75
Hamilton (Chattanooga)	117	64	48.00
Knox (Knoxville)	113	64	48.00
Anderson (Oak Ridge)	107	59	44.25
All Other Counties	107	59	44.25

A meal allowance of \$25 may be paid for 1 day round trip for destination point to Nashville (area) and return upon the prior approval of the department head.

10. Telephone calls are reimbursable for actual cost itemized on the hotel/motel receipt only if they are necessary to conduct County business.
11. Elected Officials and Department Heads will be responsible for ensuring that all travel claims are filed with the proper documentation necessary for reimbursement. Any third-party reimbursement checks by other governments or agencies should be made payable to Sullivan County. If this is not possible the reimbursement check should be endorsed over to the county with the travel claim and proper documentation. All reimbursements must be satisfactorily settled within 30 days. Individuals filing travel claims with the County and also receiving reimbursement from a third party should provide written notification to the Office of Accounts and Budgets in advance of filing the claim.
12. The Department Head must approve all travel claims for the respective department. The Chairman of the Executive Committee must approve all elected officials' claims for travel reimbursement.