

**The University of Tennessee  
Fiscal Policy Statement F10705  
University Travel Regulations and Procedures  
As revised Effective July 1, 2014**

**SUPPLEMENT NUMBER TWO**

These regulations constitute Supplement Number Two to the University of Tennessee travel regulations regarding travel at University expense. Authorization for travel will not be granted, and expenses will not be reimbursed unless the travel is made and reimbursement is claimed in accordance with the University travel regulations and any supplements thereto.

1. Provisions for travel contained in this supplement Number Two will be applicable to members of the **University of Tennessee Board of Trustees**.
2. Expenses for checking into lodging facilities will be allowed up to \$5.00.
3. **Lodging and Meals:** Reimbursement for lodging and meals will be allowed up to the Federal (CONUS or OCONUS) maximum rate plus taxes.
4. 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. 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.
5. **Meal Allowance for One-Day Trips:** Reimbursement for a single meal (or meals) for employees on one-day travel status with no overnight stay is not permitted.
6. **Meals Included in a Registration Fee:** A partial meal allowance (75% of the daily rate) is available when one or two meals are provided as a part of a registration fee for a conference, seminar, or workshop. No meal allowance is available if the registration fee includes all meals for that day. Continental breakfasts that may be included in a registration fee are not considered a meal. The deductions for meals provided are based on a full-day meal rate as follows:
  - 20% for Breakfast
  - 30% for Lunch
  - 50% for Dinner
7. Group lodging arrangements and group meal arrangements for Board meetings or committee meetings may be approved by the Vice President for Budget and Finance with such group expenses charged directly to the appropriate department.

This Supplement Number Two, effective July 1, 2014, supersedes all prior Supplements.