

**The University of Tennessee
Fiscal Policy Statement FI0705
University Travel Regulations and Procedures
As Revised Effective July 1, 2014**

SUPPLEMENT NUMBER FOUR

These regulations will constitute Supplement Number Four 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 Four will be applicable only to individuals serving as **pilot, co-pilot, or crew members** on the University-owned or leased aircraft used for the purpose of transporting passengers.
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. **Actual Cost:** Actual lodging expenses are applicable:
 - When accompanying University or State officials on official business
 - When it is necessary to wait overnight for passengers
7. Meals may be allowed in excess of regulations when it is necessary to take meals at a hotel or other area when eating facilities are limited. In those cases, where meals exceed stated limits, an explanation must be given and a receipt furnished.
8. For the purpose of determining eligibility for meal reimbursement, those individuals' names in Item 1 will be considered as away from their official station: One hour before takeoff and one hour after landing, due to the necessity of pre-flight and post-flight arrangements.
9. All expenses submitted for reimbursement pursuant to this Supplement will be specifically identified as incurred while performing duties as enumerated in Item 1.

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