



Travel Procedure Greene County Schools

In-System Travel

In-system mileage is eligible for reimbursement when the employee drives a personal vehicle to various work sites during work hours. The system shall not reimburse for mileage to or from the employee's home.

In-system mileage shall be filed with the Accounts Payable Office on a monthly basis by the 6th of each month. Forms (2.804 Exhibit B) must be turned in to the Accounts Payable Clerk. Forms may be hand delivered or delivered through in-system mail. Failure to follow this procedure may result in failure to receive reimbursement for that month.

Out-of-County Travel

Employees shall be reimbursed for approved travel subject to compliance with Policy 2.804 and accompanying procedures.

When traveling, employees are expected to be as conservative as circumstances permit including carpooling when practical.

Authorization for travel (2.804 Exhibit C) must be filed with the immediate supervisor and signed by the Director of Schools and/or designee prior to making travel arrangements.

Reimbursement for out-of-county travel will be as stated in this procedure which is informed by state guidelines. State guidelines can be found at <http://www.tn.gov/finance/topic/fa-travel> . Travel advances will not be permitted.

The state website will be consulted annually in November, and the reimbursement schedule in this procedure will be updated at that time as necessary. Additionally, at any time the state notifies the LEA of a change to the guidelines, changes will be made to the procedure as warranted.

Mileage will be reimbursed at the state rate.

Typically, reimbursements for lodging will be made at the state rate, or in the case of a conference, at the conference rate for the hotel. If state and/or conference rates are not available, employees must submit three quotes for accommodations.

Lodging

Primary Destination	Rate Excluding Taxes
Standard Rate	\$93
Brentwood/Franklin/Williamson	\$127
Chattanooga/Hamilton	\$103
Knoxville/Knox	\$98
Memphis/Shelby	\$117
Nashville/Davidson	\$170
Tax exempt status must be claimed at check-in using the appropriate form.	

Meals

Meals will be reimbursed on a per diem basis. No receipts are required for meal reimbursement. Meals will not be reimbursed for day travel.

Meals will not be reimbursed if provided as a part of the meeting, conference or workshop.

Meals will be reimbursed at \$46 per day for days that are not travel days. The breakdown for this is as follows:

Breakfast	\$11
Lunch	\$12
Dinner	\$23

On days traveling to or from conferences, meals will be reimbursed at the per diem rate as follows:

Traveling to Conference		Traveling Home	
Departure Time	Meals Reimbursed	Arrival Time	Meals Reimbursed
Prior to 7:00 a.m.	Breakfast, Lunch, Dinner	After 5:30 p.m.	Breakfast, Lunch, Dinner
7:00 a.m. - 11:30 a.m.	Lunch, Dinner	12:30 - 5:30	Breakfast, Lunch
After 11:30 a.m.	Dinner	Before 12:30	Breakfast

Incidentals

Incidentals will not be reimbursed for day travel.

Incidentals will be reimbursed at \$5 per day.

Major incidentals: parking, taxi, public transportation or luggage charges should be accompanied by a receipt showing the actual cost.

Claiming Travel Expenses

Upon return employees should complete the Claim for Travel Expenses (Out-of-County) Form (Exhibit 2.804 Exhibit D) and submit to the immediate supervisor for processing.