

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

COMPREHENSIVE TRAVEL REGULATIONS

These regulations are promulgated by the Hartsville/Trousdale County Commission and shall constitute the official travel policy regarding travel at County expense. Authorization for travel will not be granted and expenses will not be reimbursed unless travel is made, and reimbursement claimed in accordance with these regulations.

1. Travel reimbursement applies only to expenses outside of the normal work area. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel. Claims submitted after this period must provide written explanation for the delay.
2. Approved travel is on the basis of reimbursement for the necessary business expenses incurred subject to the limitations set forth herein. Receipts are required for all items or fares (see Appendix "A" rate schedule attached). A receipt is always required regardless of the amount claimed. Lodging receipts must itemize room charges and taxes. In the case of a lost receipt, claimant must submit to his/her supervisor a handwritten receipt stating what was purchased and the amount to be reimbursed. Reimbursement of this type receipt must have elected official or supervisor approval.
3. In no instance shall mileage claimed for reimbursement exceed actual miles traveled.
4. The employee is considered to be on official travel status, and, as such, eligible for reimbursement of travel expenses, at the time of departure from the employee's official station or residence, whichever is applicable, for the purpose of traveling on official business. Expenses for meals and lodging will be allowed when overnight travel or occasional excessive hours of work are required outside the county of the employee's station or residence.
5. The following time schedule shall determine eligibility for reimbursements for meals. Any employee at his or her official station during these times shall not be entitled to reimbursement.

Breakfast:	7:00 a.m. - 8:00 a.m.
Lunch:	11:00 a.m. - 1:30 p.m.
Dinner:	5:00 p.m. - 6:30 p.m.

When overnight travel is involved, reimbursement for the dinner meal will be made regardless of the time of departure on official business. When overnight travel is not involved, reimbursement for the lunch meal will not be made unless the employee is also eligible for reimbursement of the dinner meal.

6. The limits on travel expenses set forth herein are maximum amounts above which reimbursements cannot be made. Employees, when traveling, should be as conservative as circumstances permit.

CLAIMS FOR TRAVEL EXPENSE

1. The standard form (Appendix B) will be used for all claims for travel expense. Any recovery of the cost of travel by other methods is not allowed. This form must show movement and detail expenses day by day. Receipts must accompany this form, and a separate claim for expenses must be filed by each claimant. Travel claims shall be typed or in ink.
2. Expenses of books, supplies, postage, stenographic help, and other items that do not constitute actual traveling expenses should not be made a part of the travel claim. (*see attached PerDiem schedule*)

TRANSPORTATION

1. Transportation for persons traveling singly out of state should be by common carrier (air, train, bus) whenever practicable, and the fare must not exceed the regular tourist fare charged to the general public.

Advantage of round-trip rates must be taken when available. A receipt in the form of a ticket stub must accompany the expense claim. The use of air travel is encouraged when time is an important factor, or where the trip is so long that other methods would prove more expensive because of subsistence allowance.
2. **AUTOMOBILE TRAVEL** – Officials and employees should make use of County-owned cars whenever possible. However, these vehicles should be used only on official business.
3. When transportation is by County-owned vehicle, the necessary automobile repair bills, tolls, parking, gasoline, and storage expenses are allowable. In the use of personally owned cars, the authorized mileage allowance includes all operating expenses such as gas, oil and repairs precluding any separate claim for such items.
4. Excepting employees who have been authorized to use personal cars in the daily performance of their duties and/or to whom County cars are not available, the use of personally owned cars in travel should be restricted to cases when county-owned vehicles are not available. Reimbursement for mileage may be claimed under the following conditions:
 - a. If an employee is authorized to use a personal vehicle on out-of-state trips for the convenience of the County, reimbursement may be claimed at the standard mileage rate (see rate schedule attached) provided that the cost of such reimbursement is less than the comparable cost of commercial transportation including taxi fares and/or limousine charges.
 - b. If mileage verification is necessary, MapQuest or other on-line distance verification may be used.
 - c. Vicinity mileage must be reported on a separate line and not included with point to point mileage. Only mileage on official business may be claimed for reimbursement.
5. **TAXI FARES** – If an individual travels by common carrier, reasonable taxi fares will be allowed for necessary transportation (see (9) below). It is expected that bus or limousine service to and from airports will be used when available and practical. In traveling between hotels or lodging, and meeting or conference, reasonable taxi fares will be allowed.
6. **TOLLS AND FERRY FEES** – Reasonable tolls and ferry fees will be allowed when necessary.
7. **PARKING** – Necessary charges for airport parking are allowed provided that airport parking fees should not exceed normal taxi fare to and from the airport, or the cost of two round trips in the employee's personal car (see (9) below). Necessary charges for overnight hotel parking are allowed. Receipts must be furnished on airport and hotel parking.

Those employees required to use commercial parking facilities in the daily performance of duties will be allowed reimbursement for actual costs up to the maximum indicated per day (see rate schedule attached). Unnecessary meals and lodging expenses which are occasioned by the use of an automobile for reasons of the employee's personal convenience, or which are due to travel by an indirect route, will not be allowed.

If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier including, but not limited to, the reasonable cost of one round trip taxi fare, or parking of the employee's personal car at the location of the common carrier, plus mileage of one round trip, or mileage of two round trips in the employee's personal car (subject to a 200- mile maximum for two round trips).

OUT OF STATE TRAVEL

1. **LODGING** – Reimbursement for actual expenses for out-of-state lodging will be on the following basis:
 - a. Out of state lodging will be allowed up to the maximum indicated (see rate schedule attached); however, in-route lodging will be allowed for only one day each way on trips of long duration.
 - b. Higher rates for lodging at the location of a convention or conference will be allowed, without special approval, up to the amount indicated in the convention or conference brochure. If more than one rate is indicated, the lowest rate is the amount which will be reimbursed. However, the employee should attempt to receive a government rate for the lodging. Reimbursement will be limited to the applicable lodging rate as provided in these regulations.
 - c. When employees share a hotel room, each employee should claim a proportionate share of the room cost and include an explanation with his or her travel claim detailing dates and other employees with whom the room was shared.
 - d. If a room is shared with other than a County employee, actual cost subject to the maximum above will be allowed. The receipt for the entire amount should be submitted with the expense account.
 - e. In all cases of out of state travel, the reimbursement rate shall be that utilized by the U. S. General Services Administration CONUS (Continental United States) rates provided by the federal government.

IN-STATE TRAVEL

1. **LODGING** – Reimbursement for actual expenses for in-state lodging will be made on the following basis:
 - a. Lodging in the cities in-state, as well as all state parks will be allowed up to the maximum amount indicated (see rate schedule attached).
 - b. Higher rates for lodging at the location of a convention or conference will be allowed, up to the amount indicated in the convention or conference brochure. If more than one rate is indicated, the lowest rate is the amount which will be reimbursed. However, the employee should attempt to receive a government rate for lodging. Reimbursement will be limited to the applicable lodging rate as provided in these regulations.
 - c. When employees share a hotel room, each employee should claim a proportionate share of the room cost and include an explanation with his or her travel claim detailing dates and other employees with whom the room was shared.
 - d. If a room is shared with other than a County employee, actual cost subject to the maximum above will be allowed. The receipt for the entire amount should be submitted with the expense account.
 - e. In all cases of in-state travel, the reimbursement rate approved by the State of Tennessee shall apply.
2. **MEALS** - A daily meal allowance will be provided for in-state travel. For fractional days in travel status, the allowance will be pro-rated (see rate schedule attached). Employees on overnight travel status not claiming lodging must include an explanation to claim meal allowances (e.g. staying with friends).

MISCELLANEOUS

1. Expenditures for entertainment (employee or others), laundry, valet service, theater, etc., are personal charges and will not be allowed.
2. Charges for long distance telephone calls on official business will be allowed provided a statement is furnished indicating the date, name and location called. Local calls on official business will be allowed.
3. Registration fees for approved conferences, conventions, seminars, meetings, etc., will be allowed including cost of official banquets and/or luncheons, until the department's total expenditures for travel equals the department's budget amount for travel. However, no separate claim for the corresponding meal will be allowed when a banquet or luncheon is claimed.
4. All signatures on travel claims must be original. No stamped signatures or initialed signatures made by a person other than the person making the claim for expenses or indicating approval/authorization will be permitted.

These rules and regulations supersede and rescind all previous travel regulations and any previously approved exceptions thereto.

These rules and regulations shall be and remain in full force and effect from and after the date of passage, until withdrawn, modified or rescinded by subsequent rules and regulations which may hereafter be promulgated and apply only to those departments with a travel appropriation.



Daily lodging rates (excluding taxes) | October 2023 - September 2024



Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter Results...

Primary Destination ⁱ	County ⁱ	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Brentwood / Franklin	Williamson	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125
Chattanooga	Hamilton	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117
Knoxville	Knox	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113
Memphis	Shelby	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$123
Nashville	Davidson	\$237	\$237	\$187	\$187	\$233	\$233	\$233	\$233	\$233	\$210	\$210	\$237
Standard Rate	Applies for all locations without specified rates	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107



Meals & Incidentals (M&IE) rates and breakdown ⁱ



Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination ⁱ	County ⁱ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⁱ
Brentwood / Franklin	Williamson	\$69	\$16	\$17	\$31	\$5	\$51.75
Chattanooga	Hamilton	\$64	\$14	\$16	\$29	\$5	\$48.00
Knoxville	Knox	\$64	\$14	\$16	\$29	\$5	\$48.00
Memphis	Shelby	\$69	\$16	\$17	\$31	\$5	\$51.75
Nashville	Davidson	\$79	\$18	\$20	\$36	\$5	\$59.25
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

If use of privately owned automobile is authorized or if no government-furnished automobile is available

January 1, 2024

\$0.67

HARTSVILLE/TROUSDALE COUNTY CLAIM FOR TRAVEL

Name: _____
 Dept | Account: _____
 Period Covered: From _____ To _____

	DATE	PLACE LEFT	TIME LEFT AM / PM	AREA VISITED	TIME RETURNED AM / PM	TRANSPORTATION		OTHER EXPENSES	TOTAL
						MILES	MILEAGE AMOUNT X .67	ITEMIZED, ATTACH RECEIPTS' AND EXPLAIN	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
TOTALS									
						<i>Miles</i>	<i>Mileage Amt</i>	<i>Other Expenses</i>	<i>Total</i>

NOTES / COMMENTS

AMT. DUE CLAIMANT \$

____ I CERTIFY THIS CLAIM IN TRUE AND CORRECT.

SIGNATURE: _____

APPROVED: _____

DATE: _____

APPROVED: _____

DATE: _____