The University of Tennessee Health Science Center

TRAVEL

Effective 05/15/03
Revision (1) 08/31/04 Fiscal Procedure F705

University Fiscal Policy F10705 University Travel * outlines in detail the guidelines and reimbursement rates for expenses incurred by employees while in travel status on official University business and should be utilized as the official reference in all official travel matters, except for the items noted below as specific to the Health Science Center.

In the University Fiscal Policy F10705 University Travel references are made to the campus/unit business office. For the HSC substitute the Accounts Payable Office unless otherwise noted below.

Policy Item Number 3 (a), Reimbursement of Expenses: The “Account and object code to be charged” should read, “Account and general ledger to be charged.”

Policy Item Number 5, Grant and Contract Travel: If a grant or contract contain provisions for travel which differ from the University travel policies, a copy of the appropriate grant or contract document must be attached to each T3 to be reimbursed by the grant or contract funds. T3 form available at http://acctspayable.Tennessee.edu.

Policy Item Number 7, Authorization for Official Travel: At the HSC in-state travel does require documented approval.

Policy Item Number 8, Travel Authorization Form: At the HSC an Authorization for Official Travel (Form T-18) must be completed for all in-state and out-of-state and international travel. Travel Authorization Form T-18 is available at http://acctspayable.Tennessee.edu.

Policy Item Number 9, Required Approvals: In-state travel authorization requires departmental approval. A blanket in-state approval may be obtained for individuals traveling frequently for the same purpose. The blanket authorization is approved by the department head and a copy must be attached to each T-3 submitted for this purpose.

Policy Item Number 11, Required Approvals: The Chancellor approves all T-18 forms for international travel.

Policy Item Number 14 (a), Purchase, Payment and Reimbursement of Airline Tickets: HSC travelers may use the University’s designated travel agency World Travel Services, Inc., but are not required to. A travel agency may be used and the traveler
may be reimbursed for service fees charged by the agency.

**Policy Item Number 15 (a), Advance Payment by the University:** At the HSC the T-18 must be processed for all travel, including guests; although, guests are not required to sign the T-18. The T-18 is forwarded to the HSC Accounts Payable Office where the direct billing is finalized.

**Policy Item Number 18, Travel by Private Aircraft:** Travel by private aircraft is discouraged at the HSC.

**Policy Item Number 21, Personally Owned Automobile:** An HSC employee using a personally owned vehicle for official travel must complete a T-18. A blanket in-state approval may be obtained for individuals traveling frequently for the same purpose. The blanket authorization is approved by the department head and a copy must be attached to each T-3 submitted for this purpose. (See also Fiscal Procedure F10135 Insurance.)

**Policy Item Number 22, Local Mileage:** An HSC employee using a personally owned vehicle for local travel for University business must complete a T-18. A blanket in-state approval may be obtained for individuals traveling frequently for the same purpose. The blanket authorization is approved by the department head and a copy must be attached to each T-3 submitted for this purpose. (See also Fiscal Procedure 090 Insurance.)

**Policy Item Number 27, Collision Damage Insurance:** HSC employees using University or rental vehicles and involved in any vehicular damage situation should contact Facilities Administration immediately. (See also HSC Fiscal Procedure F135 Insurance and Fiscal Procedure F725 Transportation Services.)

**Policy Item Number 35 (c), Lodging: Room Shared With Another Employee:** At the HSC it is not necessary for both T-3’s to be submitted together.

**Policy Item Number 40 (b), Registration Fees:** Fees paid by the University are processed on a T-30 Conference and Seminar Prepayment form. (1) Forms are forwarded to Accounts prior to the payment deadline. (3) Only one copy of the T-30 Form is required. The T-30 Conference and Seminar Prepayment Form is available at http://acctspayable.Tennessee.edu.

**Policy Item Number 50, Team, Group and Retreat Travel Authorization:** A single travel authorization T-18 form must be processed for all in-state, out-of-state and international group travel.

**Policy Item Number 62, Corporate Travel Card Program Administration:** The program administrator at the HSC is the Accounts Payable Director.

**Policy Item Number 63, Corporate Travel Card Program, Obtaining a Card:** At the HSC faculty and exempt staff are eligible to apply for corporate travel cards.
Policy Item Number 80, Cash Advances: At the HSC the Cashier’s Office maintains the petty cash funds from which travel advances are made.

* Click here to access Fiscal Policy www.tennessee.edu/policy.