

Metropolitan Government of Nashville and Davidson County
Comprehensive Travel Policy
Effective August 1, 2003

I. Introduction

- a) It is the intent of this policy to establish equitable reimbursement for travel expenses incurred by both employees and non-employees while conducting official Metropolitan Government business, and to establish procedures for reimbursement for relocation expenses.
- b) This policy having been promulgated by the Director of Finance in accordance with Section 8-103 of the Charter of the Metropolitan Government of Nashville and Davidson County shall constitute the official policy regarding travel at the expense of the Metropolitan Government. All travel and relocation activities must be made and reimbursement claimed in accordance with this policy.
- c) When traveling, employees should be as conservative as circumstances permit. The lower cost shall be selected whenever practical. Reimbursement for travel shall be based upon the most direct or expeditious route possible. Employees traveling by an indirect route must assume any extra expense incurred.
- d) It is the responsibility of the employee to be familiar with and adhere to the established travel policy. Deliberate disregard of this policy while traveling on official business or filing an intentionally misleading or fraudulent travel reimbursement claim is grounds for disciplinary action up to and including termination of employment.
- e) Out-of-state and in-state travel authorization requests, rental car requests, travel advances, and Metropolitan Government vehicle requests must be submitted through the online travel application. [Travel Application](#). Paper requests will not be accepted. The online travel application automatically notifies the Division of Insurance and Claims that the employee is traveling out-of-state, notifies the Division of Fleet Services that the employee is requesting a Metropolitan Government car, and alerts the Division of Accounts that the employee will be submitting a travel advance request.
- f) Receipts are required for all travel purchases over \$25.00 and for parking when the parking rate in the reimbursement rate schedule of this policy is exceeded.
- g) The Director of Finance shall approve all exceptions to the travel policy and reimbursement rate schedules.

- h) The Director of Finance retains the authority to change the approval process as circumstances require.

II. Travel Authorization

- a) All travel must be authorized in advance by the proper authority. Approved Metropolitan Government travel is the basis for reimbursement in accordance with this policy.
- b) Authorization to take advantage of travel savings may be granted to employees when an overall net cost savings to the Metropolitan Government would result from an employee going outside the limitations of this policy. This option can only be exercised at the convenience of the Metropolitan Government. Complete documentation of the cost savings calculation must be included in the travel authorization process.
- c) The agency head is authorized to approve all in-state travel for Metropolitan Government business, including registration fees for conferences, conventions, seminars, etc. (including the cost of official banquets and/or luncheons).
- d) The Director of Finance shall approve all out-of-state travel. The approval of the requesting agency head is required prior to submission to the Director of Finance.

III. Official Station

- a) The agency head is responsible for establishing the official station of the employee. This is typically the location from which the employee performs the major portion of his/her assigned duties. The work station closest to an employee's residence should be designated as the official station for employees with multiple work stations. Under unusual situations, the agency head may designate other locations as the employee's official station.
- b) The residence of the employee becomes the official station for an employee required to be on call at times other than the employee's normal working hours (i.e. nights, weekends, or holidays).

IV. Travel Advances

- a) Travel advances are available only under extraordinary circumstances. Advances are subject to the approval of Division of Accounts and will be allowed only if the employee is not eligible for a procurement card and the employee can justify the existence of other extraordinary circumstances that warrant an advance.

- b) The amount of the travel advance will be based on 75% of the total estimated cost of travel. Advances will not be issued for less than \$100. The employee must submit a travel reimbursement claim regardless of whether he/she owes advance moneys back to the Metropolitan Government or is due additional reimbursement within thirty (30) days of return. Each employee receiving an advance must sign a payroll deduction authorization form which will allow the Metropolitan Government to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim within thirty (30) days.
- c) A request for a travel advance with the appropriate approvals must be submitted to the Division of Accounts two weeks prior to the travel departure date. Requests not meeting this timeframe will not be honored.

V. Air Travel

- a) Reservations for all air travel shall be the responsibility of each agency. Advantage of discount fares and advance booking shall be taken whenever practical, and fares shall not exceed the regular tourist or coach fares offered the general public.

VI. Taxi Fares

- a) Reasonable taxi fares are allowed from airports. It is expected that bus, limousine or light rail service to or from airports will be used when available and practical. In traveling between hotel, other lodging, meeting or conference sites, reasonable taxi fares will be allowed. Taxi fare reimbursements are not allowed from conference and meeting sites for meals unless exceptional circumstances exist and are documented.

VII. Car Rental

- a) Advance authorization from the employing agency head and Director of Finance must be secured before renting a car, whether for in-state or out-of-state travel.
- b) Metropolitan Government is self-insured for liability insurance through the Division of Insurance and Claims. Metropolitan Government is not insured for collision and comprehensive insurance on rented cars. Physical damage insurance with a deductible (collision and comprehensive) shall be purchased by the employee when renting a vehicle for official business. A copy of the rental authorization form, a copy of the rental contract and an itemized receipt must be attached to the travel claim.

- c) For liability insurance purposes, the Division of Insurance and Claims must be notified in advance when an employee is scheduled to travel using a rented vehicle.
- d) Whenever possible, employees should refuel before returning the rented vehicle.

VIII. Metropolitan Government Owned Vehicles

- a) Metropolitan Government-owned vehicles should be used only for official business. Only properly authorized Metropolitan Government employees may operate a Metropolitan Government vehicle and must possess a valid Tennessee driver's license for the type of vehicle being operated. All operators of Metropolitan Government vehicles must possess and present a valid Metropolitan Government employee identification card.
- b) For liability insurance purposes, the Division of Insurance and Claims must be notified in advance when an employee is scheduled to travel out-of-state for official business and using a Metropolitan Government owned vehicle.

IX. Personally-Owned Vehicle

- a) The daily use of personally-owned vehicles should be restricted to instances when Metropolitan Government owned vehicles are not available or are not practical. Unnecessary expenses which result from the use of a vehicle for reasons of personal convenience shall not be allowed.
- b) The standard mileage reimbursement rate used by the Metropolitan Government is established by the United States General Services Administration. [Standard Mileage Reimbursement Rate](#)
- c) Only mileage on official Metropolitan Government business may be claimed for reimbursement. Mileage published by Rand-McNally (starting point and destination) for out-of-state routes will be regarded as official. Reasonable vicinity mileage will be allowed. Use the link below for the Rand-McNally site that will calculate point to point mileage. [Rand-McNally Point to Point Mileage](#)
- d) Procedures for calculating mileage are based on the fact that Metropolitan Government does not reimburse employees for normal commuting mileage.
 - i. If an employee begins or ends a trip at his/her official station, reimbursable mileage will be the mileage from the official station to the destination.

- ii. If work is performed by an employee in route to or from his/her official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.
 - iii. If an employee begins or ends his/her trip at his/her residence without stopping at his/her official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to his/her destination or his/her official station to the destination.
 - iv. If an employee travels between destinations without returning to his/her official station or his/her residence, reimbursable mileage is the actual mileage between those destinations.
- e) Employees driving any non-Metropolitan Government vehicle on official business are responsible for having liability insurance that meets all the requirements of applicable state law. [Liability Insurance Requirements](#)
- f) When employees use their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. The Metropolitan Government's self insurance program will be secondary up to the limits of the Governmental Tort Liability Act. In the event of an accident that results in damage to an employee's personal vehicle, the employee is responsible for that damage.
- g) Reasonable tolls and ferry fees will be allowed when necessary.

X. Parking

- a) Charges for routine parking while on travel status will be reimbursed. Receipts are required if the parking charge exceeds the allowance stated in the rate schedule.
- b) If travel is by air the employee will be reimbursed the allowable mileage reimbursement for one round trip from the employee's official work station (or residence on weekends/evenings) and long-term airport parking; or the cost of one round trip taxi fare from the employee's official work station (or residence on weekends/evenings) if the taxi fare is lesser than mileage and airport parking; or the appropriate mileage reimbursement for two round trips from the employee's official workstation or resident when dropped off at the airport by a friend or relative.

XI. Promotional Materials

- a) Fees for the handling of conference and meeting materials and/or equipment will be allowed up to the maximum indicated in the reimbursement rate schedule.

XII. Honorariums

- a) For those employees who receive honorariums for appearing at meetings while on official Metropolitan Government business, the employee may accept the honorarium as full payment for travel expenses including airfare and take approved leave, or choose to surrender the honorarium to the Metropolitan Government and be reimbursed in accordance with established travel policy. The acceptance of an honorarium must be in accordance with the [Civil Service Rules, Appendix 1, Subject: Ethics, Conflicts of Interest and Acceptance of Gifts on the Part of Employees of the Metropolitan Government.](#)

XIII. Telecommunications Costs

- a) Local phone calls, FAX charges, internet charges and long distance calls for Metropolitan Government business will be reimbursed. Employees must provide a statement furnishing the date, name and location called for long distance calls and FAX charges.
- b) Long distance non-business related phone calls are not allowable.

XIV. Lodging

- a) The maximum lodging reimbursement rates for out-of-state and in-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The [CONUS](#) list contains a maximum reimbursement rate for lodging.
- b) The employee will be reimbursed for actual lodging costs incurred up to the applicable maximum CONUS lodging rate plus taxes and surcharges. Lodging receipts are required and must itemize room charges, taxes by date, and surcharges. If a convention rate exceeds the maximum reimbursement rate and is documented by convention information, a higher reimbursement rate will be allowed.
- c) If a room is shared with someone other than a Metropolitan Government employee, actual costs subject to the applicable maximum CONUS lodging rate applies. In the event of double occupancy for Metropolitan Government employees on official travel, both employees should attach an explanation to

his/her travel claim detailing dates and other employees with whom the room was shared. The lodging cost may be claimed by the employee who incurred the cost, or one half the double occupancy charges may be allowable for each employee.

XV. Meals

- a) The maximum meal reimbursement rates for out-of-state and in-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The fixed allowance M & I rate on [CONUS](#) represents the maximum daily meal reimbursement rate for the Metropolitan Government.
- b) Meals will be reimbursed based on actual meal expenses not to exceed the daily CONUS meal reimbursement rate.
- c) The maximum daily reimbursement for meals for the day of departure shall be seventy five percent (75%) of the daily CONUS meal reimbursement rate prescribed for the lodging location.
- d) The maximum daily reimbursement for meals for the day of return shall be seventy five percent (75%) of the daily CONUS meal reimbursement rate to the preceding calendar day.

Example: An employee is traveling to the District of Columbia and will be on travel status for four days. The daily CONUS reimbursement rate for meals is \$50.00/per day. Day one the employee may claim actual meal expenses up to \$37.50 which is 75% of \$50.00; days two and three the employee may claim actual meal expenses up to \$50.00 each day; and on day four the employee may claim actual meal expenses up to the daily reimbursement rate of \$37.50 which is 75% of \$50.00.

- e) The applicable maximum CONUS meal reimbursement rate for each calendar day of travel shall be determined by the location of lodging for the traveler.

Example: An employee is traveling to the District of Columbia and then to Atlanta on Metropolitan Government business and will be on travel status for five days. The daily CONUS reimbursement rate for meals is \$50.00/day in the District of Columbia and \$42.00/day in Atlanta. Day one the employee flies to the District of Columbia and may claim actual meal expenses up to \$37.50 which is 75% of \$50.00; days two and three the employee may claim actual meal expenses up to \$50.00 each day; day four the employees flies to Atlanta and may claim actual meal expenses up to the daily reimbursement rate of \$42.00, and on day five the employee flies back to Nashville and may claim actual meal expenses up to \$31.50 which is 75% of \$42.00.

- f) Reimbursement for a single meal (or meals) for employees on one day travel status with no overnight stay is not permitted

XVI. Reimbursement

- a) Reimbursement for travel will be based upon the most direct or expeditious route possible. Employees traveling by an indirect route must assume any extra expense incurred. It is the responsibility of the employee to be familiar with and adhere to the established travel policies. Deliberate disregard of these regulations while traveling on official business or filing of an intentionally misleading or fraudulent travel claim is grounds for disciplinary action up to and including termination of employment.
- b) The employee is considered to be on official travel status and eligible for reimbursement at the time of departure from his/her official station or residence, whichever is applicable.
- c) The Metropolitan Government's maximum reimbursement rates for meals, lodging, and mileage for out-of-state and in-state travel are the same maximum daily allowances used by the Federal and Tennessee State Governments.
- d) [Travel reimbursement claim form](#) must be used for reimbursement purposes. Employees must submit claims for travel reimbursement no later than thirty (30) days after completion of travel except for the month of June. June travel reimbursement claims must be submitted to the Division of Accounts no later than July 10th to meet fiscal year end deadlines.
- e) The Director of Finance shall establish and maintain the maximum rates of reimbursement.

XVII. Procurement Cards

- a) Employees who routinely travel on Metropolitan Government business and meet the eligibility requirements may apply for a Metropolitan Government procurement card through their agency's fiscal office. Charges made on procurement cards must be in made in accordance with the [procurement card purchases policies and procedures](#) and with this travel policy.
- b) If travel expenses are put on the employee's procurement card, actual expenses up to the limitations set forth in this travel policy are allowed. If limitations are exceeded or if unallowable expenses such as alcohol are charged, then the

Metropolitan Government must be reimbursed the difference by writing a check payable to the Metropolitan Government.

- c) The employee must submit a [travel reimbursement claim](#) regardless of whether he/she is due reimbursement from the Metropolitan Government that reflects procurement card travel related expenses.

XVIII. Non-Employee Reimbursement

- a) Agencies that contract with non-employees (contractors, consultants, experts, etc) are authorized to reimburse travel expenses in accordance with this policy unless otherwise stated in this Section.
- b) All Metropolitan Government contracts must contain a provision that states that all travel under said contract must be in accordance with the Metropolitan Government travel policy.
- c) Extended travel status applies to those contractors on continuous travel for a period of more than two weeks. A contractor may elect to rent an apartment rather than live in a hotel if on extended travel status. The monthly rental allowance shall include rental furniture and payment of utilities, and shall not exceed the standard CONUS rate for thirty days (See Section VIV for lodging rates).
- d) Contractors on extended travel status will be reimbursed for travel to and from his/her home station once a week at the mileage rate for personal vehicles and if the roundtrip mileage does not exceed 500 miles. Those contractors on extended travel status working out-of-state will be reimbursed for up to one trip to the home station by common carrier once every two weeks.
- e) Taxi fares and local transportation fares (buses, trolleys) to and from the airport and from lodging site to work site shall be reimbursed for official business.
- f) Rental cars may be used when cost savings can be documented in lieu of taxis and local transportation. Use of rental cars must be approved in advance by the agency head along with cost justification.

XIX. Moving Expense Policy

- a) This [Moving Expense Policy](#) was developed to provide guidance to Metropolitan Government agencies paying moving expenses incurred as a result of a new employee's employment agreement.

XX. Exceptions

- a) The Director of Finance shall have the authority to grant exception from any part or all of this policy when deemed appropriate for an employee or group of employees on official Metropolitan Government travel.

XXI. Statutory Authority

- a) In accordance with the provisions of the Charter of the Metropolitan Government of Nashville and Davidson County, Section 8-103, this travel policy, effective August 1, 2003, supersede and rescind all previous promulgated travel policies and shall remain in effect until subsequently modified or rescinded.



David L. Manning, Director
Department of Finance

07/13/2003

Date

Reimbursement Rate Schedule

Comprehensive Travel Policy Effective August 1, 2003

General Reimbursement Rates

Standard Mileage Rate	\$.36/mile
Maximum Parking Fees Without Receipt	\$5.00/day
Baggage Handling	\$5.00/day
Fees for Handling Conference/Meeting Materials and Equipment	\$25.00/trip
Maximum Daily Reimbursement Rate for Meals and Lodging	CONUS rates
Standard CONUS Rates for All Locations Not Specifically Listed (Lodging \$55.00 and Meals and Incidental Expenses \$30.00)	\$85.00/day
Maximum Reimbursement for Meals on Day of Departure and Return	75% CONUS

Required Receipts

Receipts are required for all procurement card purchases. Original receipts must be attached will travel reimbursement claim and copies of travel receipts must be submitted with monthly procurement card statements.

Receipts are required for all travel purchases that are over \$25.00.

Web Travel Resources

[Travel Application](#) (for travel authorization, advance, rental car, and Metro car request)
[Travel Reimbursement Claim Form](#)