



Metropolitan Government of Nashville and Davidson County - Finance Dept. Policy: Travel

Effective Date: October 1, 2003
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Policy Number: 1.13
Sponsor: Division of Accounts

Purpose

The purpose of this Policy Statement is to establish uniform guidelines across the Metropolitan Government of Nashville & Davidson County (Metro) for payment of travel expenses incurred by both employees and non-employees that are funded by Metro while conducting official Metro business.

Definitions

CONUS: Database maintained by the United States General Services Administration within the Continental United States (CONUS) that lists various rates for different cities.

In-State Travel: Travel with a starting point and ending destination within the boundaries of the State of Tennessee. The department or agency head is authorized to approve all in-state travel.

Official Station: The location from which the employee performs the major portion of his/her assigned duties or the workstation closest to an employee's residence for employees with multiple workstations. The residence of the employee becomes the official station for an employee required to be on call or for employees who leave their residence to begin travel for Metro.

Oracle Expense Cloud Management Module: Oracle travel expense management module utilized for travel authorization and travel expense reimbursement.

Out-of-State Travel: Travel where the ending destination is outside of the boundaries of the State of Tennessee. The department or agency head is authorized to approve all out-of-state travel.

Travel Procedures: Detailed guidelines that describe the processes, forms, and Internet and Intranet links to enable employees who travel while conducting business for Metro to comply with this travel policy.

Travel Reimbursement: Repayment for out-of-pocket expenses for persons traveling while performing business for Metro.

Non-Employees: Individuals who are not employed by the Metropolitan Government of Nashville and Davidson who are traveling on behalf of Metro for which the cost is being covered by Metro. Unless otherwise noted, these policy requirements shall apply to employees of the Metro government only.

General Policies

When traveling, employees and non-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 and non-employees traveling by an indirect route must assume any extra expense incurred. Additional costs such as seat upgrades and early bird check-in are not permissible. Airline baggage and travel site booking fees should be minimized and only incurred when practical or necessary. Reasonable bag schedule:

- Travel with 1 overnight stay – No checked bags allowed.
- Travel with 2-3 overnight stays – 1 checked bag will be allowed.



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- Travel with 4 or more overnight stays – 2 checked bags will be allowed.

It is the responsibility of the employee and non-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 or permissible contractual corrective action.

Out-of-state and in-state travel authorization requests, rental car requests and Metro vehicle requests for Metro employees must be submitted through the Oracle Expense Cloud Management Module.

Receipts are required as follows:

- If a Metro credit card is used, receipts are required for all purchases in accordance with Metro credit card policies.
- If a personal card or advance is used, receipts are required for all travel expenses except per diem rates for meals and incidentals.

It is ultimately the responsibility of the department or agency head to ensure that all employees and non-employees adhere to this Travel Policy. The department or agency shall ensure the appropriate approvals are obtained and documented. All documentation supporting the approvals and travel expenses shall be maintained by the department or agency.

In addition to complying with this travel policy, when traveling all employees must also follow the requirements of Section 2.222.020 of the Metropolitan Code, any applicable Mayoral Executive Orders pertaining to ethical conduct and the requirements of the Civil Service Rules, Appendix I, Subject: Ethics, Conflicts of Interest and Acceptance of Gifts on the Part of Employees of the Metropolitan Government.

Travel Authorization

Travel may not be undertaken unless it is authorized in advance by the proper authority. Approved Metro travel is the basis for reimbursement in accordance with this policy.

The department must obtain and retain documentation showing departmental approval of all non-employee travel.

Authorization for department head travel approval shall be provided by their direct supervisor or their supervisor's designee or the authorizing Board or Commission chair or designee, if applicable. Departments and Boards and Commissions shall maintain a listing of all designees.

Authorization to take advantage of travel savings may be granted to employees when an overall net cost savings to Metro would result from an employee going outside the limitations of this policy. This option can only be exercised at the convenience of Metro. Complete documentation of the cost savings calculation must be included in the travel authorization process.

The department or agency head is responsible for establishing the official station of the employee.

Authorization and approval for all out-of-county and out-of-state employee travel is processed through the Oracle Expense Cloud Management Module workflow for all departments.

Travel Expenses and Reimbursement

Metro Employees can use a Metro credit card to pay for travel related expenses. Charges made on credit cards must be in made in accordance with the credit card policies and procedures and with this travel policy.

Metro employees who do not have a Metro credit card should book all major travel expenses through a designated departmental credit card holder. This would include airfare, hotels, rental cars, conference registrations and similar expenses. Alternatively, the traveler can use personal funds for major expenses, then follow the travel expense reimbursement policy upon return.



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The traveler should use personal funds during the trip for meals, ground transportation and similar minor expenses and follow the procedure for travel expense reimbursement upon return.

Submission of a travel expense reimbursement report by an employee or delegate initiates the travel reimbursement process with approvals handled electronically through the Oracle Expense Cloud Management Module and ERP solution. The employee must submit a travel reimbursement claim within 15 business days of return, along with all the required receipts and backup documentation, regardless of whether reimbursement is due from Metro.

The use of travel advances is strongly discouraged. Departments or agencies issuing travel advances will be responsible for tracking and accounting for all travel advances, including collecting travel advances in any situation where employees or others do not submit a travel reimbursement claim and backup documentation within 15 business days of return.

Non-employees shall submit travel reimbursement requests to the Department who authorized the travel within 15 business days of return. The authorizing department shall submit to Metro Payment Services for processing after approval.

Transportation

Reservations for all air travel shall be the responsibility of each department or 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 to the general public.

Reasonable taxi or rideshare fares are allowed to and from airports. 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, and dining locations, other reasonable taxi or rideshare fares will be allowed.

Advance authorization from the department or agency head must be secured before renting a car, whether for in-state or out-of-state travel, and the Department of Law's Division of Insurance and Claims must be notified in advance. The Department of Law shall provide the manner and format of the approval process.

Except for transporting prisoners, the use of Metro owned vehicles for out-of-county travel will generally be limited to a surrounding county without an overnight stay. For longer distances or for overnight travel when air travel is not available or appropriate, a midsize car should be rented from the major car rental agency offering the most favorable rate. The department or agency head can request exceptions to this policy from the Director of General Services.

Physical damage insurance with a deductible (collision and comprehensive) shall be purchased 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.

Whenever possible, employees should refuel before returning the rented vehicle.

The standard mileage reimbursement rate used by Metro is established by the United States General Services Administration. When using a personal vehicle, only mileage on official Metro business may be claimed for reimbursement. Mileage will be calculated using the Oracle Cloud Expense Management Module, Google Maps or similar reliable internet travel sites (starting point and destination) for driving routes will be regarded as official. Reasonable mileage incurred while at the destination will also be allowed.

When using a personal vehicle, procedures for calculating mileage are based on the fact that Metro does not reimburse employees for normal commuting mileage.

- 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 or airport.



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- 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.
- 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.
- 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.

Employees driving any non-Metro vehicle on official business must have completed the defensive driving course as required by Section 12.08.120 of the Metro Code and are responsible for having liability insurance that meets all the requirements of applicable state law. Mileage will not be reimbursed for the use of a personal vehicle unless the defensive driving course has been completed, and the employee is current as reported in the Department of Human Resources training records. It shall be the responsibility of the department or agency head to ensure that this requirement is met prior to submission of mileage reimbursement requests.

When employees use their personal vehicle for official business, their personal auto coverage will be primary up to limits of their policies. Metro'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.

Reasonable parking fees, including airport parking, tolls and ferry fees will be allowed when necessary.

Receipts are required for all fees for the handling of conference and meeting materials and/or equipment.

Telecommunications Costs

Local phone calls, FAX charges, internet charges and long-distance calls for Metro business will be reimbursed. Employees must provide a statement furnishing the date, name and location called for long-distance calls and FAX charges.

Long-distance non-business-related phone calls are not reimbursable.

Lodging

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.

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.

If a room is shared with someone other than a Metro employee, actual costs are subject to the applicable maximum CONUS lodging rate applies. In the event of double occupancy for Metro 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 claimed by each employee.

Per Diem Rates for Meals and Incidentals

The maximum meal per diem rates includes a fixed allowance for meals and incidental expenses (M & I). The M & I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls home, etc. Reimbursement is made only when overnight travel is required. Generally, the applicable maximum



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per diem rate for each calendar day of travel shall be determined by the location of the lodging for the traveler.

The per diem rates for meals and incidentals for out-of-state travel are the same as those maintained by the United States General Services Administration within the continental United States (CONUS). The M & I rates are maintained in the Oracle Expense Cloud Management Module.

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

Reimbursement for meals and incidentals for the day of departure and day of return shall be three-fourths (75%) of the appropriate M & I rate at the rate prescribed for the lodging location. Department head, Board or Commission approval for any exception must be documented and retained in agency files.

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

Exceptions to This Policy

Employees of Elected Officials, Metropolitan Nashville Public Schools and Component Units of the Metropolitan Government are not governed by this travel policy, but Elected Officials, Metropolitan Nashville Public Schools and Component Units of the Metropolitan Government should adopt policies consistent with this travel policy. Travel-related expenses not consistent with this policy may not be reimbursed.

Regarding travel that will be reimbursed by the Finance Department or that will be paid through a Metro credit card, actual travel expenses for elected officials are allowable for reimbursement. All receipts for travel expenses and proper documentation of the business purpose for which travel expenses were incurred must be attached to the travel reimbursement claim form and submitted to the Division of Accounts within fifteen (15) days after the completion of the travel.

Elected officials using Metro credit cards for travel purposes must adhere to the credit card policies and procedures.

Travel that is to be charged to grants or that will be reimbursed by other entities may require that the traveler follow other travel policies in order for the related travel expenses to be reimbursed. Under those circumstances, the travel policies of those other entities must be followed in all instances where those policies are more restrictive than this policy.

Travel by employees or Elected Officials that is funded by third parties (i.e. organizations other than Metro) is not governed by this travel policy, and any reimbursement should be paid directly by the third parties to employees or Elected Officials. Such employees and Elected Officials should consult with the Metropolitan Department of Law as to whether any ethics reporting requirements are triggered or whether such travel reimbursement should be considered as a grant or donation to the Metropolitan Government pursuant to the Metropolitan Code, which may require legislative action.

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

Applicable Local, State or Federal Regulations

Metro. Charter art. 8, § 8.103: The director of finance shall be responsible to the mayor for the administration of the financial affairs of the metropolitan government.

Metro. Charter art. 8, § 8.104: The budget officer, with the advice and assistance of the chief accountant, shall write, revise and maintain a proper standard procedure instruction manual to be followed by all officers, departments, boards and other agencies of the government to ensure uniform accounting and budgetary procedures.



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Metro. Charter art. 8, § 8.105: The chief accountant shall maintain a general accounting system and such cost accounting records as shall be required by the director of finance.

Associated Policies

Finance Department Policy 3.6 Credit Card Policy

Effective Date

This Policy Statement shall become effective upon issuance and shall be applied to all Metro departments and agencies.

Approvals

Approval of the Director of Finance

I hereby approve this Policy Statement of the Department of Finance and as such agree with and authorize the actions necessary to implement its requirements.

Jenneen Reed

Director of Finance

Date: September 16, 2025