



Regulations Governing Official Travel Outside Montgomery County

IMPORTANT: Prior approval of travel and any expenses must be obtained in advance on the Advanced Request for Professional Out-of-County Travel form ACC-F002. All reimbursements must be claimed on form ACC-F003 and submitted with a copy of the ACC-F002 approved form within 5 days of the travel date. If prior authorization did not occur before the official travel took place, the district reserves the right to deny the reimbursement request. Travel advances are strictly prohibited. Reimbursement shall be based upon the most direct route and economical method possible. Employees cannot receive an honorarium, stipend, or any other compensation from a third party and also request travel reimbursement. If they do, they will submit the compensation to CMCSS or reduce the claim amount of the authorized expenses by the compensation from the third party. It is the responsibility of the employee to be familiar with and adhere to established travel regulations. Deliberate disregard of these regulations or filing an intentionally misleading or fraudulent travel claim is grounds for disciplinary action up to and including termination. These travel regulations for expense reimbursements follow BUS-A004.

Claim forms for previous fiscal year received after July 5 will be rejected for reimbursement.

REIMBURSEMENT FOR USE OF AUTOMOBILE

Use of private automobile will be reimbursed at the rate of \$.70 per mile effective April 1, 2025. Multiple people attending the same event should carpool as much as possible. The mileage should be from/to your official work station. If you are traveling from/to your home and the distance is shorter to your destination than it would be from/to your official work station, the shortest distance must be used.

If traveling by vehicle where air travel would be more economical, reimbursement will be limited to the amount of the lowest airfare. Substantiation of airfare will be required with the submission of the Advance Request for Professional Out-of-County Travel form and claim form. A print out showing the cost of airfare at the time of the hotel reservation or conference registration is required as the air fare rates change the closer you are to the conference date.

AIR TRAVEL

The lowest airfare rate available at the time of reservation must be used. No upgrades (Early Bird, First Class, etc.) are allowed to be reimbursed or purchased on a CMCSS credit card. Itemized receipt is required.

If the airline doesn't allow baggage to fly for free, you can be reimbursed for the cost of one bag per flight. Receipt is required.

Necessary charges for parking at (or around) the Nashville Airport will be reimbursed up to \$25 per day effective April 1, 2025. Valet parking is not allowed. Receipt is required for air travel.

If an employee personally chooses to fly on an earlier or later date than what is required to attend the conference, they must provide a copy of what the airfare would have been if they flew on the dates that would have normally been expected to attend the conference with the information pulled on the same day. Substantiation will be required with the submission of the Advance Request for Professional Out-of-County Travel form and claim form.

LODGING

Claims are based on actual expenses incurred, not to include telephone charges or other extra expenses. Itemized receipts must be attached to the travel claim form. Prepaid lodging is highly discouraged.

Lodging will not be permitted on one day trips. Trips to Nashville, or other destinations of comparable distance, in excess of one day, can be reimbursed for lodging beginning with the first day of business activity. A copy of the conference agenda and/or registration is required.

If you are attending a one day conference/event and will be away from your home for *more* than 12 hours that day, speak to your department head/principal to see if there is an option to stay overnight for health and safety reasons. Documentation of approval from the department head/principal is required with the claim form.

For lodging in Tennessee, you must obtain a tax exempt letter from the Business Affairs Department prior to travel. You must provide this letter to the hotel when checking in so that you will not be charged for state taxes. Failure to do this means the employee will not be reimbursed for the state taxes on the bill.

If the hotel charges for parking and the employee personally paid for it, include it on the claim form. Valet parking isn't allowed unless there is no

self-parking available. Document this on the claim form. Substantiation of required parking costs must be provided with the claim form.

Nothing other than parking should be charged to your hotel room. Food from the hotel must be purchased with personal funds and may be reimbursed based on meal allowances listed below.

Hotel fees for baggage handling up to \$8.00 and equipment/promotional materials handling up to \$20.00 is allowed per hotel. Receipt required.

MEALS AND INCIDENTAL EXPENSE (Effective April 1, 2025)

Receipts for meals are not required. Meal reimbursements for one-day trips are not covered. Meal and incidental expenses are allowed to be reimbursed for multiple day trips. The per diem rate is \$74 per day for each full day. For the first and last day of travel, only 75% of the per diem rate is allowed which is \$55.50 per travel day. The per diem rate includes all meals and incidentals such as tips for meals, tips for luggage handling by a transport service, dry cleaning, & etc. If meals are provided at a conference/event or the hotel you are staying at, you must reduce your per diem reimbursement for that meal using the following rates.

Amount	Meal
\$18.00	Breakfast
\$20.00	Lunch
\$31.00	Dinner

MISCELLANEOUS

Reimbursement for the following items shall be allowed. Receipts are required unless otherwise stated.

- Registration fees and other expenses for approved conferences, conventions, seminars, meetings, etc., including cost of official banquet and/or luncheons. However, no separate claims for the corresponding meals will be allowed when a banquet or luncheon is claimed.
- Reasonable taxi or ridesharing fares between airport, hotel or lodging and meeting places. Tips not exceeding 15% may be claimed. A detailed receipt is required showing travel locations, dates, and amount paid. Fares that are wanted for personal reasons (shopping, exploring the area, etc.) are not reimbursable.
- Reasonable tolls and ferry fees, when necessary. Receipt not required but documentation must be included with the claim form.
- Telephone calls or hotel WIFI cost pertaining to official business provided that documentation indicating date, location, and justification for reimbursement is furnished.
- Rental vehicles and fuel cost are allowed with substantiation proving this was the most cost-effective way to travel. You must utilize the rental company that has been awarded the district's contract. Substantiation must be provided showing air travel, use of personal vehicle and/or reasons why personal vehicle or ride share/taxi couldn't be used. The miles traveled in the rental car can't be for personal use. Detailed receipt required for rental cost and fuel cost.
- The district travel card can only be used for registration, lodging, and airfare. Use of personal funds for these three particular charges are highly discouraged; however, if personal funds are used for these particular charges, proof of payment must be included with claim form.

Reimbursement for the following items shall not be allowed:

- Valet services are additional fees charged *for convenience*, such as valet parking, early airline check-in, travel agencies, etc.
- Entertainment and other personal items.
- Purchasing and/or using your personal travel/lodging points