



**POLICIES**

Effective Date: July 1, 2002

Retired:

Revised: October 18, 2011

Approved by: Wayne J. Riley, M.D., MPH, MBA, MACP, President and CEO

Subject: Institutional Travel Policy

**PURPOSE:**

This policy establishes guidelines that provide for the reasonable needs of Meharry Medical College (MMC) travelers and controls expenditures consistent with the requirements of funding, regulatory agency guidelines, and best business practices. This policy also ensures that all employees, students and non-employees, traveling on behalf of the College have a concise understanding of the policies and procedures for business travel.

**POLICY STATEMENT:**

Meharry Medical College employees, students and associates traveling on official Meharry business or in the performance of their **duties must have authorization for travel in advance**. The travelers shall be reimbursed for all reasonable and necessary expenses.

Travel is a privilege and should further the mission of the Institution. As a 501(c) 3 non-profit organization, Meharry Medical College has a fiduciary responsibility to ensure that its resources are expended in a prudent and efficient manner.

Travel expenses (including per diems) that are reimbursed following the IRS accountable plan rules are not subject to income or employment taxes. There must be a business connection for the expense and the expense must follow the College's policies. There should be a good accounting for the travel expenditures.

Expenses for entertainment during travel must be directly related to, or associated with the active conduct of official College business. When a College employee acts as an official host, the occasion must, in the best judgment of the approving authority, serve a clear College business purpose, with no personal benefit derived by the official host or other College employees. In addition, the expenditure of funds for entertainment during travel should be cost effective and in accordance with the best use of College funds.



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A significant amount of travel expenditures are funded by Government grants and contracts. Travel policies should be consistent (based on College's policies) between restricted and unrestricted funds.

**Approval of all official College entertainment expenses** must be obtained at the appropriate level. In order to ensure that the approval of entertainment is entirely independent, individuals with delegated approval authority shall **not** approve the entertainment of a person to whom they directly report, i.e. the approving authority should be the supervisor (or higher level) of the official host. In addition, individuals with delegated approval authority shall not approve their own entertainment.

The President, Senior Vice Presidents, or Deans must approve any exceptions to the travel policy.

**DEFINITIONS:**

**Domestic Travel:** Travel within and among the United States and the District of Columbia. This excludes Alaska and Hawaii, the Commonwealth of Puerto Rico, the Commonwealth of Northern Mariana Islands, Guam, American Samoa, and the United States Virgin Islands.

**International Travel:** For purposes of this policy, travel outside of the United States includes Alaska, Hawaii, the Commonwealth of Puerto Rico, the Commonwealth of Northern Mariana Islands, Guam, American Samoa, United States Virgin Islands, and Canada.

**Local Travel:**

Local travel consists of travel in the Nashville Metropolitan and Middle Tennessee areas.

**Official Travel:**

Travel on approved College business. Commuting between one's home and regular place of employment (per IRS) is not official travel.

**Business Expense:**

A charge for goods or services that fosters or supports the ongoing mission of the College.

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**Traveler:** A traveler is an individual (Meharry employee, student, or associate) who is engaged in authorized business travel for which the College is covering expenses.

**Itemized Original Receipt:**

Original paper or electronic receipt itemizing all charges. A credit card bill is not considered an itemized original receipt.

**Entertainment during travel:** The provision of meals or light refreshments (beverages, including alcohol, hors d'oeuvres, pastries, cookies, etc. in conjunction with business-related entertaining. Events such as night clubs, theater, and sporting events whereby a business discussion takes place during the event.

**Approving Authority** – a person to whom authority has been delegated in writing to approve expenses or exceptional expenses including entertainment during travel in accordance with College policy and the limitations outlined in this policy.

**Exceptional Expenses**– includes both expenses that exceed the per-person maximum rates and expenses associated with certain types of activities that are not addressed in the travel policy or exceeds travel policy guidelines.

**PROCEDURE:****A. TRAVEL AUTHORIZATION****1. Obtaining Travel Authorization**

The TRAVEL AUTHORIZATION form must be approved at least **14 days prior to travel**. Employee and student travelers must obtain authorization and approval for all travel as follows:

**Schools**Project Director/PI  
Department Head  
Dean**Approvals**Dept. Head  
Dean  
President**Central Admin**Traveler(employee/student)  
Department Head  
Sr. V.P. or V.P.**Approvals**Supervisor  
Sr. V.P. or V.P.  
President

The authorization form must explain the business purpose to justify the expense. No traveler is authorized to approve his/her own, a peer's or supervisor's TRAVEL AUTHORIZATION form.



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The travel authorization and expense report workbook is housed on the travel website at:

<http://www.mmc.edu/administration/finance/travel.html>

The travel workbook may also be accessed through the MyMMC portal and tab under the bookmark section with the link titled “Meharry Travel Information.” The traveler should complete and save a separate workbook for each trip.

Upon completion of the travel authorization form, the Traveler should submit all travel related documentation to the Travel Office or by email to [travel@mmc.edu](mailto:travel@mmc.edu). The travel number (T#) will then be assigned by the Travel Office and emailed back to the traveler or travel arranger.

The President **must** approve all International Travel. For purposes of this policy, “International Travel” includes Alaska, Hawaii, Canada, the Commonwealth of Puerto Rico, the Commonwealth of Northern Mariana Islands, Guam, American Samoa, and the United States the Virgin Islands.

The President’s approval and signature for international travel is required prior to the Travel Office assigning a T# to the authorization form.

**2. Related Advance Disbursements**

A traveler requesting advance disbursement of funds for hotel charges, airfare (for individuals who do not have a corporate credit card) and/or registration, workshop and membership fees must complete the “Related Advance Disbursements” portion of the TRAVEL AUTHORIZATION form. Separate checks are required for each expenditure (e.g. airfare, hotel etc.); therefore the traveler must list each vendor separately. The disbursement should be made payable to the respective payee (e.g. ABC Hotel) and provide the payee’s complete address. The support for each disbursement must show the amount of funds due. An additional authorization form should be submitted for the advance disbursements that exceed the spaces provided on the Travel Itinerary.

Advance disbursements to all travelers shall be up to \$160 for miscellaneous expenses (i.e. baggage fees, taxis, tips for taxis and bellman). In addition, **non-corporate** cardholders may receive a cash advance for meals in the amount of \$40 per day or up to the allotted federal per diem rate for the city traveling to. **Corporate cardholders will not receive an advance for meals. (Please see Section K – Meals and Entertainment).**

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“Local travel” consists of travel in the Nashville Metropolitan and Middle Tennessee areas.

Local travelers attending full-day and overnight meetings, workshops and conferences **must** complete a TRAVEL AUTHORIZATION form.

Local travelers will be reimbursed for the actual cost of their meals (not to exceed \$40 per day without receipts or the federal per diem rate for Nashville with receipts) and mileage (at the prevailing federal rate) upon submitting a TRAVEL EXPENSE REPORT form with original receipts. Exceptions to this shall be determined on a case-by-case basis and subject to further approval(s).

**4. Exceptions to Pre-Travel Authorization Requirements**

Exceptions to the pre-travel authorization policy will be handled on an individual basis and must be approved by the appropriate Department Head **and** the respective Division Head.

**5. Spouse/Companion Travel**

A spouse or other individual may accompany a traveler on a business trip at the traveler's expense.

The College will not reimburse travel expenses incurred by a spouse or other individual accompanying a traveler on business, unless there is a bona fide business purpose for taking the spouse or other individual. The appropriate Dean or Division Head must authorize such requests.

**6. Travel Management Service**

Meharry utilizes a travel management service with online travel management services/tools that allows travelers to book all air travel, car rental and lodging reservations online. The travel website can be accessed on the MyMMC portal under the “Meharry Travel Information” link. Any travel policy updates will be posted to the travel web-site located at:

<http://www.mmc.edu/finance/travel.html>.

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Travelers shall make reservations as early as possible to take advantage of advance purchase discounts.

All air travel, lodging, car rental and rail travel reservations, including en route changes, must be booked in the most economical manner.

First class travel for medical reasons must be approved by a physician prior to obtaining executive approval and is an allowable charge for federal grants. In addition to the cost of the plane ticket, additional reimbursements shall be made for reasonable baggage fees, premium fly date surcharges, and ticket change fees. Although allowed, travelers should plan accordingly to avoid premium and change fees whenever possible. Changes should only be made for the benefit of the College's business and not for personal convenience alone. Original receipts must be submitted with the Travel Expense Report.

Reimbursements shall not be approved for airline travel insurance premiums, or for the cost of airfare if a traveler's accumulated frequent flyer miles are used. Airline tickets should be purchased at the lowest published fares available. The College authorizes ticket purchases only in accordance with accepted airline industry practice. Tickets must be used for travel by the person for whom they were purchased.

Travelers and travel arrangers should always reference the on-line travel website prior to booking any reservations.

**C. DOMESTIC AIR TRAVEL****1. Making Air Travel Reservations**

Air travel reservation requests must be included on the TRAVEL AUTHORIZATION form. Air travel reservations must be made utilizing the most economical means.

**2. Airline Class Of Service**

All domestic air travel must be in coach class. Travelers are expected to use the lowest logical fare available. Business class is acceptable when it does not cost



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more than the lowest available coach fare.

**3. Upgrades For Domestic Air Travel**

Upgrades at the expense of the College are **NOT** permitted. An upgrade is allowed if the ticket cost does not exceed the cost of the authorized class of service.

**4. Employees Traveling Together**

In the best interest of the College, the number of employees on a single flight should be limited to:

- Two college executives and
- Two immediate associates accompanying the executives

**5. Lost or Excess Baggage**

The ultimate responsibility for retrieving and compensating lost baggage lies with the airlines. The College will **NOT** reimburse travelers for personal items lost while traveling on business.

Reasonable costs for excess baggage are reimbursable including baggage required for business-related material or equipment.

**6. Overnight Delays**

Should an airline delay necessitate an overnight stay, the traveler must first attempt to secure complimentary lodging from the airline.

**7. Cancellations**

When a trip is cancelled after the ticket has been issued, the traveler should inquire about receiving credit on a future ticket purchase or reimbursement.

**8. Air Travel Payment Procedures**

Air travel costs should be paid using either of the following:

- Corporate or personal credit card
- College check

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Persons must **NOT** travel to countries for which a travel advisory has been issued by the State Department. It is the responsibility of the traveler to contact the State Department to inquire about travel advisories.

**2. Approval for International Travel**

For purposes of this policy, international travel covers all destinations outside the Continental U.S. (and includes Alaska, Hawaii, the Commonwealth of Puerto Rico, the Commonwealth of Northern Mariana Islands, Guam, American Samoa, and the United States Virgin Island including Canada) and must be approved by the President.

**3. Airline Class of Service for International Travel**

Travelers are expected to use the lowest reasonable airfare available. All international travel **must** be in coach class. Business class is acceptable when it does not cost more than the lowest reasonable coach fare.

**4. Upgrades For International Air Travel**

Upgrades at the expense of the College are **NOT** permitted. An upgrade is allowed if the ticket cost does not exceed the lowest available coach fare.

**5. International Stopovers/Forced Layovers**

Hotel accommodations for forced international layovers due to the airline scheduling should be at the airline's expense whenever possible. If the airline will not pay the hotel cost related to a forced international layover, the College will absorb the cost.

**6. Foreign Currency Tips**

Before returning from a trip abroad, international travelers should convert unused local currency back to U.S. dollars before departing the foreign country. The conversion rate is usually better abroad.

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Hotel reservation requests **must** be included on the TRAVEL AUTHORIZATION form.

**2. Hotel Upgrades**

Travelers are entitled to stay in a single room with a private bath. Room upgrades to suites or executive floor rooms are permissible, if the upgrade is at no additional cost to the College.

**3. Long-Term Hotel Stays**

Travelers staying a week or longer must inquire about long-term discounts.

**4. Hotel Spending Guidelines**

Travelers will be reimbursed for reasonable hotel room costs. Gratuities for hotel staff are reimbursable when confined to reasonable limits, as determined by the services required and received. Tips for maid services are not included in incidental expenses or advance disbursements.

Travelers are expected to use negotiated or preferred rates whenever possible.

**5. Room Guarantee**

Unless otherwise instructed, all rooms will be guaranteed for late arrival with the traveler's corporate credit card, or a College check. (**Note:** Travelers must inquire, in advance, whether the hotel will accept a College check. If the hotel does not accept this form of payment, the traveler shall contact the Travel staff in the Accounting Office.)

**6. Hotel Cancellation Procedures**

Travelers are responsible for contacting the hotel to cancel reservations. The College will **NOT** reimburse travelers for "no-show" charges, unless there is sufficient proof that the billing is in error. Travelers should request and record the cancellation number in case of billing disputes. (**Note:** Cancellation deadlines are based on the local time of the hotel.)

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Hotel costs should be paid using one of the following:

- Corporate card
- College check (*The traveler must inquire, in advance, whether the hotel will accept a College check. If the hotel does not accept this form of payment, the traveler shall contact the Travel staff in the Accounting Office.*)

**8. Lodging in a Private Residence**

Staying in a private residence with family or friends while traveling on business is **NOT** reimbursable.

**F. RENTAL CARS****1. Rental Car Guidelines**

Travelers may rent a vehicle *at* their destination when it is less expensive than other transportation modes such as taxis, airport limousines, and airport shuttles. The appropriate College official must approve the use of a rented vehicle.

Rental car requests **must** be included on the TRAVEL AUTHORIZATION form. The traveler may complete the "Related Advance Disbursements" section of the TRAVEL AUTHORIZATION form to have a check generated for the vehicle rental prior to travel or use a personal or corporate card to reserve the car. The traveler is encouraged to book car rentals via the online travel booking tool. Keep in mind that the traveler must present a credit card upon picking up the vehicle and the card presented will be charged unless the car rental is paid in advance. Other vehicle-related expenses (e.g. gas) will be reimbursed once the traveler has filed a TRAVEL EXPENSE REPORT form upon completion of travel.

The College has made arrangements with preferred corporate rental car accounts. The agreements with certain car rental vendors may change from time to time and will be updated on the travel website. All travelers should reference the travel website for negotiated rates or contact the travel office. Travelers should note that other rental car companies might not accept corporate checks. Other car rental companies may be utilized when making vehicle reservations online.

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**Subject: Institutional Travel Policy****2. Rental Car Category**

If at all possible, travelers should rent a small or mid-sized car. At the time of rental, travelers should check with the rental car agent for any promotional rates, last-minute special or free upgrades. In addition, it is the traveler's responsibility to inspect the car for damage and note such damage on the rental agreement before the contract is signed and the vehicle is accepted.

**3. Rental Car Upgrades**

Travelers may book a vehicle other than the authorized size in the following instances:

- Three or more college employees and/or students are traveling together
- Cars in the authorized category are not available
- Traveler can upgrade at no extra cost
- Transporting excess business-related materials, equipment or baggage
- Pre-approved medical reasons (e.g. drivers with disabilities)
- Pre-approved by supervisor

**4. Rental Car Insurance – Domestic**

The College has made provisions for insuring rental cars against damage. All employees and students who have completed an approved travel authorization form are eligible for car rental insurance. However, Certificate of Insurance prior to traveling should be obtained from the Office of Legal & Policy Affairs. In addition, this information should be communicated with the Travel Office. If you receive a Certificate of Insurance, it is not necessary to purchase the "collision damage waiver" and personal accident insurance from the car rental agency. All authorized drivers must warrant that they are at least 25 years of age (or the minimum age required by the rental agency) and that they have a valid driver's license. **See the Vehicle and Fleet Traveler's Policy and Procedure for more details.**

**NOTE:** If certificate of insurance is not obtained *prior* to travel, traveler is responsible for any deductibles or damages to rental car as well as liability unless car rental insurance is obtained at the rental car company.

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**Subject: Institutional Travel Policy****5. Rental Car Payment Procedures**

Unless otherwise instructed, rental cars must be paid using one of the following:

- Corporate card
- College check

**6. Rental Car Accidents**

Should a rental car accident occur, travelers should immediately contact the following:

- Rental car company
- Local authorities (as required)
- Department Head or Division Head
- Respective school's Associate Dean for Student Affairs (student travelers)

**See the Vehicle and Fleet Traveler's Policy and Procedure for more details.**

**G. OTHER TRANSPORTATION****1. Personal Car Usage Guidelines**

Travelers may use their personal car for business purposes in the following instances:

- It is less expensive than renting a car, taking a taxi or alternate transportation
- It is more timely than taking public transportation
- Transporting College goods for delivery
- Entertaining clients

Frequent use of personal vehicles for business is discouraged. It is the responsibility of the owner of a vehicle being used for business to carry adequate insurance coverage for their protection and for the protection of any passengers.

**2. Personal Car Usage**

Travelers will be reimbursed for business usage of personal cars using the following methods:

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- If traveling under state contract, contact the College's Grants & Contracts office for the current mileage rate.
- All others will be reimbursed at the prevailing federal rate (to be disseminated annually).

Travelers can receive an advance for mileage at the prevailing federal or state rate. They must attach documentation supporting the mileage advance request (i.e. mapquest.com, etc.)

Travelers will **NOT** be reimbursed for any other expenses (including cleaning and repairs) to their personal car, even if the costs result from business travel.

To be reimbursed for use of a personal vehicle, travelers must provide the following on their TRAVEL EXPENSE REPORT form:

- Purpose of the trip;
- Date and location; and
- Mileage documentation (local travel included)

Tickets and fines are **NOT** reimbursable.

### **3. Ground Transportation To and From Terminals**

Travelers going to the same location should share ground transportation to and from the airport, bus or rail terminals, if possible.

The most economical mode of transportation should be used to/from airport, bus or rail terminals.

## **H. PERSONAL VACATION/TRAVEL**

### **1. Combining Personal and Business Travel**

Personal vacation/travel may be combined with business travel if:

- There is no additional cost to the College; and
- An approved annual leave request is filed (in accordance with College policy)

The corporate card may **NOT** be used for personal charges.

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The College will **NOT** pay for vacation expenses, such as sightseeing, bus tours, souvenirs nor will the College pay for personal expenses, such as movies, health club fees and meals.

**I. TELEPHONE USAGE****1. Business Phone Calls**

Travelers will be reimbursed when using their personal telephone calling cards, home phone and cellular phones for business phone calls if:

- The calls are reasonable and necessary for conducting business;
- A detailed copy of the bill is attached to the TRAVEL EXPENSE REPORT form; and

Travelers are encouraged to use cellular phones or calling cards to reduce long-distance calling costs.

**2. Air Phone Usage**

Due to high cost, travelers should not use airplane phones, except in cases of extreme emergency or special circumstances. In either of the above cases, written documentation demonstrating the necessity for such calls must be provided on the TRAVEL EXPENSE REPORT form.

**J. TRAVEL INSURANCE****1. Travel Insurance Coverage**

Under the terms of the College's agreement with American Express, all travelers purchasing airline tickets with an American Express card automatically receive the following:

- Comprehensive 24-hour door-to-door business trip life insurance coverage of \$350,000; and
- Baggage insurance up to \$1,250 for carry-on luggage and \$500 for checked baggage

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In addition, full-time employees traveling on College business are covered by the following:

- College's automobile insurance (If certificate of insurance has been filed in the Office of Policy and Legal Affairs prior to travel). (See Vehicle & Fleet Driver's Policy and Procedures).
- Worker's Compensation insurance

**2. Rental Car Insurance**

Refer to the section titled Section F, number 4, "Rental Car Insurance – Domestic." Also see Vehicle & Fleet Driver's Policy and Procedures for more details.

**K. MEALS AND ENTERTAINMENT****1. Meal Expenses (Two methods to choose from)**

All travelers have two options:

- **No Receipts Option** –Travelers electing this option are allowed a \$40 per diem in lieu of receipts.

Or

- **Receipts Reimbursement Option** - Travelers may elect to utilize the Federal or Department of State per diems. Traveler may charge up to the Federal or Department of State rate, but must provide receipts to justify expenditures. Please note that all Meharry corporate cardholders who charge meals using the American Express card are required to retain all itemized receipts. For further clarification, please contact the Travel Office.

When traveling domestically, use the Federal per diem rate accessed at

<http://www.gsa.gov/portal/category/21287>

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When traveling internationally, use the Department of State per diem accessed at

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78) .

See more details at the travel web-site  
<http://www.mmc.edu/finance/travel.html> .

If you are traveling on restricted state grant funds, within the State of Tennessee, you must consult with the Office of Grants and Contracts for the current allowable per diem for meals.

Charges for meals **exceeding the above limits** while individuals are traveling may be allowed in certain instances, (justification and the approval by the respective Division Head is required).

## **2. Meal Gratuities (Per Diem)**

Gratuities included on meal receipts will be reimbursed to the extent that they are reasonable. The gratuities should be included in the meal and per diem amounts.

## **3. Entertainment**

Entertainment during travel includes the provision of meals (catered or restaurant) or light refreshments (beverages, including alcohol, hors d'oeuvres pastries, cookies, etc.) in conjunction with business-related entertaining. Entertainment expense also includes decorations, location rentals as well as events such as nightclubs, theater and sporting events, whereby a business discussion takes place during, immediately before, or immediately after the event.

Entertainment expenses are never to be charged to Government funds and should be isolated by charging to the account code for "entertainment". All alcohol charges shall be charged to the entertainment category and are a non-allowable expense for Government funds.

Travelers will be reimbursed for entertainment expenses if:

- The person entertained has a potential or actual business relationship with the College;
- The expenditure directly precedes, includes or follows a business

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- discussion that would benefit the College
- The traveler has received prior approval from his/her manager (not applicable to executive management).

When determining whether an entertainment expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.

**L. EXPENSE REPORTING****1. Deadlines for Expense Report Completion and Submission**

TRAVEL EXPENSE REPORT forms **must** be filed according to the following guidelines:

- No later than **15 business days** after completion of each trip; and
- Actual bills/ itemized receipts **must** be submitted whenever possible. Photocopies or electronic copies will be accepted.

Persons who do not file their TRAVEL EXPENSE REPORT forms by the deadline may be subject to loss of refunds and/or may be denied travel until the expense reports are turned in.

**2. Approval/Authorization Process**

An employee's Immediate Supervisor and/or Department Head must approve the TRAVEL EXPENSE REPORT form. Student travelers must obtain approval from the Department Head and the Dean of the appropriate school. Prior to final processing, the report will be reviewed by the Travel Office and Grants Accountant (if grant funds are involved) for the following:

- Approval signatures
- Proper business purpose
- Accurate totals
- Supporting documentation and receipts
- Policy compliance

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Regardless of Internal Revenue Service (IRS) requirements, College policy requires receipts for the following:

- All expenditures (i.e. hotel, transportation and items not covered by per diem allowances)
- All meals, except those covered by per diem allowances (See “Meal Expenses” for more details.)

Travelers must submit the following documentation along with their TRAVEL EXPENSE REPORT form:

- Air – passenger receipt
- Hotel – Hotel receipt and credit card receipt
- Car Rental – Rental car contract and credit card receipt
- Meals – Customer’s copy of the vendor itemized receipt (unless the \$40 per diem is used)

Itemized receipts must include the name of vendor, location, date and dollar amount.

Exceptions to the documentation requirements will be made on a case-by-case basis. When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required. Actual bills/ itemized receipts **must** be submitted whenever possible. Photocopies or electronic copies will be accepted.

**4. Acceptable Receipts**

The following receipts are acceptable:

- Itemized receipt completed by the vendor
- Customer’s copy of the charge card slip

**5. Unacceptable Receipts**

The following receipts are **NOT** acceptable:

- Restaurant tear tabs, unless accompanied by a full explanation

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- Photocopies, unless accompanied by a full explanation

**6. Guidelines For Gratuities**

The College will reimburse reasonable gratuities for the following:

- Airport porters
- Taxi drivers
- Hotel bellhops
- Restaurant waiters

Some hotels and restaurants include a gratuity in the price, in which case a gratuity is not necessary (unless the service has been exceptional). Lavish or unreasonable gratuities will **NOT** be reimbursed.

**7. Retrieving Reimbursement Funds**

Reimbursement of approved expenses will be mailed by Treasury Services or included in the traveler's bank account via direct deposit.

**8. Incorrect Or Incomplete Expense Reports**

Expense reports that are incorrect or incomplete:

- Will be returned to the traveler for corrective action; and/or
- May result in delay or non-reimbursement of specific items.

***Disregard for college policy or altering of receipts may result in disciplinary action or termination.***

**9. Third-Party Reimbursement For College Travel**

All provisions of the College's travel policy are applicable where a traveler's expenses are to be reimbursed to the College by a third party. The traveler shall obtain authorization to travel in advance and is required to report expenses upon completion of the travel.

Third-party reimbursement checks shall be made payable to Meharry Medical College. The payment shall be recorded in the College's general ledger to the account number charged for the travel expenses.

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- Air freight for business purposes
- Baggage (including excess costs for business-related materials/equipment)
- Business office expenses (fax, copy services, etc.)
- Business phone calls
- Dry cleaning/Suit pressing (only for trips exceeding seven (7) days)
- Fare penalty (non-peak ticket for peak travel)
- Food and beverages
- Gifts (business)
- Ground Transportation
- Overnight delivery/Postage
- Parking
- Personal car mileage/Leased car mileage (at the prevailing federal rate to be disseminated periodically but at least annually).
- Room service charges
- Seminar fees (including related books and material)
- Telegrams/Telexes
- Tips
- Tolls

**N. NON-REIMBURSABLE EXPENSES**Travelers **will not** be reimbursed for the following miscellaneous expenses:

- Airline club membership dues
- Annual fees for personal charge or credit cards
- Barbers and hairdressers
- Candy
- Car washes
- Child Care
- Cigarettes and Gum
- Clothing (i.e. socks, pantyhose etc.)
- Expenses for travel companions or family members
- Expenses related to vacation or personal days while on a business trip
- Golf fees (if not part of customer entertainment)
- Health club facilities, saunas, massages



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- Helicopter services for airport transfers
- In-flight telephone charges (in cases of emergency)
- Loss/Theft of cash advance money
- Loss/Theft of personal funds or property
- Lost personal baggage
- Luggage and briefcases
- Non-business magazines, newspapers, subscriptions and personal books
- Medical bills incurred during domestic travel
- Movies (hotel in-house movies)
- Parking or traffic tickets
- Personal accident insurance
- Personal entertainment (including sports events)
- Personal property insurance
- Personal telegrams
- Personal telephone calls in excess of daily limit
- Personal toiletries
- Pet care
- Personal postage costs/Postcards
- Rental car upgrades
- Repairs due to car accidents
- Routine maintenance/tune-ups of vehicles
- Shoeshine
- Souvenirs/Personal gifts
- Spouse/Companion personal travel
- Tobacco products
- Traffic fines
- Transportation to/from office (except for business travel)
- Valet services

**SANCTIONS:** Failure to comply with this policy may result in disciplinary including but not limited to: loss of traveling privileges, possible forfeiture of refunds.

**REFERENCES:**  
Entertainment Policy  
Use of College Credit Card Policy  
Vehicle and Fleet Driver's Policies and Procedures  
Meharry Purchasing Manual