

Middle Tennessee State University
Board of Trustees Policy
Board of Trustees Travel

Section 1. Purpose

This policy applies to travel by the Board of Trustees of Middle Tennessee State University (MTSU or University) in the performance of their official duties.

Section 2. General Provisions

1. Requests for Reimbursement. Trustees may be reimbursed or have appropriate expenses paid in advance for travel expenses related to official University business up to the extent of the reimbursement limits outlined in Policy 658 Travel by submitting a standard Travel Expense Claim and appropriate receipts within 30 calendar days after the conclusion of the travel or event. Trustees shall be eligible for reimbursement for all mandatory regular, special, and emergency meetings of the Board and its committees. Travel Claims should be submitted to the Office of the Board of Trustees and approved by the Vice President for Business and Finance.
2. Out of State or Out of Country Travel. Prior written authorization for out-of-state or out-of-country travel must be obtained by submitting a Travel Authorization Request to the Office of the Board of Trustees and approved by the Vice President for Business and Finance.
3. Expenses that are Not Reimbursable. The following expenses are presumed not to be Reasonable or Necessary. These expenses are not eligible for Reimbursement.
 - a. Alcohol
 - b. Child care
 - c. Dues in private clubs
 - d. Golfing or green fees
 - e. Gym and recreational fees, including massages and saunas
 - f. In-room movies and mini-bar charges
 - g. Life insurance, flight insurance, personal automobile insurance and baggage insurance
 - h. Loss/theft of cash, airline tickets, personal funds or property
 - i. Lost baggage or excess baggage charge for personal items
 - j. "No-show" charges or penalties for flights, hotel and car service if incurred due to non-business related changes in schedules
 - k. Parking or traffic fines
 - l. Personal automobile repairs, grooming services, shoe shines
 - m. Personal credit card annual fees or interest charges
 - n. Charges for personal telephone calls in excess of reasonable calls

- o. Personal travel portion of a business trip
 - p. Pet care
 - q. Tips or service gratuities in excess of 20%
 - r. Unauthorized car rentals, registration fees, etc.
 - s. Discretionary upgrades (air, hotel, car, etc.)
 - t. Expenses of any person other than the Trustee
 - u. Personal Entertainment charges, such as movies, sightseeing tours, etc.
4. Combining University and Personal Travel. If a Trustee, other than the Faculty or Student Trustee, takes an indirect route or interrupts a direct route for any reason other than University business, the University shall reimburse only the portion required for business purposes. When the University prepaid the airfare, rental car, or lodging the Trustee shall reimburse the University for the unrelated portion of the expense. The Trustee may travel with athletic teams, but will reimburse the University for expenses incurred on their behalf related to transportation and lodging. Weekends, holidays or other necessary diversions or layovers shall be eligible for reimbursement when required for business or will result in safer or more reliable or cost efficient travel.
5. The University is not responsible for reimbursing for lost time from private work and other responsibilities or duties of a Trustee that are outside of those duties and responsibilities to the University as a Trustee. Per this policy, reimbursement is not available to Trustees for political fundraising events, political events, religious events, or events where the Trustee is not an official participant.

Effective Date: December 5, 2017.

Revisions: None.