
Travel Policy

Effective Date: January 1, 2018

Purpose:

The Northern Middle TN Workforce Board (NMTWB) adopts State of Tennessee travel regulations as criteria within which the NMTWB travel expenses will be allowed, and will be reimbursed to employees.

Background:

Travel may be necessary to accomplish goals of the NMTWB and its programs. The intent of travel regulations is that travel costs will be reasonable and allowable, and that employees will not suffer additional cost as a result of travel incurred to carry out assigned duties.

Travel costs should follow grant cost requirements and be:

- Allowable, necessary, allocable and reasonable (prudent person)
- Adequately documented
- Not used for cost sharing or matching funds
- In accordance with GAAP
- In conformity with federal law, guidelines and grant terms
- Treated consistently
- Consistent with policies and procedures

Resources:

Department of Finance and Administration Policy 8 - Comprehensive Travel Regulations

Policy:

NMTWB adopts the State of Tennessee Department of Finance and Administration Policy 8 – Comprehensive Travel Regulations and Rates, as amended, as NMTWB’s travel policy with the following exceptions:

- Travel approvals and travel form routing will be simplified for NMTWB’s organizational and accounting structure
- Travel advances will not be limited to those exceeding \$100, i.e., a travel advance of \$80 will be allowed if properly approved.

When traveling, NMTWB employees should be as conservative as circumstance permit. The lower cost should be selected whenever practical.

Should any conflict occur between grant requirements and this adopted travel policy, grant requirements and allowances will prevail.

Travel authorization/advance forms and travel reimbursement claim forms customized for the NMTWB will be utilized for travel reporting and will be completed on a timely basis to allow for prompt reporting and settling of travel expenditures.

Contact:

For any questions related to this policy contact Ginger Fussell, Fiscal Director at gfussell@workforceessentials.com.

Effective Date: January 1, 2018

Updated: July 1, 2019; June 1, 2020

Duration: Indefinite



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