



Administrative Policies and Procedures: 3.16

Subject:	Reimbursements for Employee Expenses
Authority:	TCA 37-5-105 (3), 37-5-106
Standards:	COA: PA-FIN 4.01, PA-FIN 4.03, PA-FIN 5
Application:	To All Department of Children's Services Employees
Policy Statement:	
The Department of Children's Services employees shall use the travel reimbursement procedures according to the <u>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8.</u>	
Purpose:	
To establish procedures to ensure employees are reimbursed appropriately for travel expenses in compliance with <u>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8.</u>	
Procedures:	
A. Travel Authorization	<p>Travel authorization is authorized and approved by the appointing authority/designee according to the <u>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8.</u></p> <p>A Travel Authorization memo:</p> <ul style="list-style-type: none">◆ Is required for all conferences, third-party trainings, and out-of-state or out-of-country travel;◆ Must have budget approval; and◆ Must have Commissioner approval.
B. Allowable reimbursements	<p>1. Allowable travel reimbursements include, but are not limited to, the items listed below. Additional information on reimbursement for these items are outlined in <u>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8:</u></p> <ul style="list-style-type: none">◆ Air Travel;◆ Taxi Fares-Airport Transportation;◆ Travel-State Owned Automobile;◆ Travel-Personally-Owned Automobile;

	<ul style="list-style-type: none"> ◆ Automobile Rental; ◆ Parking; ◆ Promotional Materials and Airline Baggage Fees; ◆ Lodging; ◆ Meals and Incidentals; ◆ Extended Travel; and ◆ Telecommunications Costs While on Travel Status. <p>2. Exceptions</p> <p>DCS employees purchasing meals for children in their care are reimbursed for meals purchased. A receipt for the meal purchased must be attached to the reimbursement claim. Employees should not spend more than the allotted per diem meal amount per child. These claims may be submitted immediately after the expense is incurred (on a separate expense report) or with normal submission. When submitting separately, for auditing purposes, the mileage, if applicable, for this trip must be included with the meal reimbursement claim.</p>
<p>C. Process for requesting travel reimbursement</p>	<ol style="list-style-type: none"> 1. Submission of an expense report for reimbursement of travel expenses is according to <u>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8.</u> 2. Submission of an expense report by an employee or their proxy initiates the travel reimbursement process, with approvals handled electronically through the Edison role-mapping structure. <ul style="list-style-type: none"> ◆ Travel information on the Finance and Administration Intranet: <u>https://www.teamtn.gov/finance/travel-info/state-employees-travel-guide.html</u> ◆ DCS travel information: <u>https://www.teamtn.gov/dcs/divisions/fiscal/travel.html</u> 3. Employees submit expense reports for reimbursement of expenses incurred for their routine jobs bi-monthly. Expenses for the 1st-15th of the month (i.e. the first payroll period) are submitted on the following business day of the same month (on or after the 16th). Expenses for the second half of the month (i.e. the second payroll period) are submitted on the first business day of the following month. 4. Overnight travel cannot be split across expense reports. Both the beginning and end of the trip must be submitted on the same claim. If the travel crosses periods, all expenses must be reported at the end of the trip. Example: Trip begins on the 14th of the month and ends on the 17th, all expenses are included with the second payroll period. 5. It is critical that employees submit expense reports for reimbursement as soon as possible. Employees should not delay submission of the expense report in order to submit several at one time. Failure to submit timely may result in delays in processing the expense reports and in appropriate progressive disciplinary action. In accordance with <u>Department of Finance and Administration Comprehensive Travel Regulations - Policy 8,</u> expense

	<p>reports not submitted timely may be denied and paid via the supplemental payroll process as taxable income to the employee.</p> <ol style="list-style-type: none"> Expense reports that are submitted more than six months after the date of travel require a memo stating the reason for the delay in submission to be submitted to the Regional Administrator/Executive Director and signed by the Regional Administrator/Executive Director. The memo is attached to the expense report. Employees submit expense reports for reimbursement of expenses incurred for conferences attended immediately upon return from the trip on a SEPARATE expense report. See Section E below for additional instructions on submitting conference expense reports.
D. Out-of-State/Out-of-country travel requests	<ol style="list-style-type: none"> To request out-of-state or out-of-country travel, employees submit a Travel Authorization (TA) memo through his/her local approver, to the appropriate Executive Director within the employee's division, at least thirty (30) days in advance of the intended travel. If the employee becomes aware of the need for travel that is less than 30 days away, he/she should request the memo immediately. The Executive Director must forward the TA memo to the Central Office Finance and Budget Assistant Commissioner for approval. The Assistant Commissioner forwards the TA memo to the Commissioner for approval. Child specific out-of-state travel only requires a TA approval from the Commissioner's designee. Employees submit a Travel Authorization in Edison according to <u>Department of Finance and Administration Comprehensive Travel Regulations - Policy 8</u>. The Travel Authorization is submitted at least thirty (30) days in advance of the intended travel or as soon as possible. The employee must include as attachments to the Travel Authorization: <ul style="list-style-type: none"> ◆ A brochure from the conference/seminar to be attended (if applicable); and ◆ The signed TA memo.
E. Conference/Third-party training travel	<ol style="list-style-type: none"> To request conference or third-party training travel (whether in-state or out-of-state), employees submit a TA memo through his/her local approver, to the appropriate Executive Director within the employee's division, at least thirty (30) days in advance of the intended travel. If the employee becomes aware of the need for travel that is less than 30 days away, he/she should request the memo immediately. The Executive Director must forward the TA memo to the Central Office Finance and Budget Assistant Commissioner for approval. The Assistant Commissioner forwards the TA memo to the Commissioner for approval. Out-of-state travel still requires a Travel Authorization to be submitted in Edison prior to the trip (per Section D above). At the conclusion of the conference/third-party training, the employee submits expenses associated with the conference travel on one expense report (separate from all other travel). The expense report description includes the

	<p>name of the conference/training, and if applicable, a reference to the designated funding source for the conference/training. Note that if there is a designated funding source for the conference/training, the employee receives instructions on how to submit the expense report and follows those instructions carefully in order to reduce delays in receiving reimbursement.</p> <ol style="list-style-type: none"> The signed TA memo must be attached to the expense report. Employees should not include conference/third-party training travel on their routine expense report. Doing so results in the claim being sent back to the employee for revision.
F. Travel Advances	<p>To request a travel advance, refer to the <u>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8</u>.</p> <ol style="list-style-type: none"> Travel advances are available only under extraordinary circumstances. Advances are subject to the approval of the Division of Accounts and are allowed only if the employee can justify extraordinary circumstances that warrant an advance. The employee has provided the Division of Accounts with a payroll deduction authorization form CS-0600, Acknowledgement of Payroll Deduction for Reimbursement of Assigned State Property that allows the state to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit an expense report.
G. Use of Personal vehicles	<ol style="list-style-type: none"> Authorization for Use <ol style="list-style-type: none"> Employees may be required to use their personal vehicle in the performance of their duties as deemed necessary and upon approval by the Director/Supervisor/designee. (Refer to DCS Policy <u>31.15 Guidelines for Transportation of Child/Youth by Regional Employees</u>). The appropriate Director/Supervisor/designee's authorization is required when an employee uses their personally owned vehicle in the performance of their job duties. Reimbursement Regulations <p>Any employee who uses a personal vehicle to conduct official business may claim reimbursement for travel expenses in accordance with <u>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8</u>.</p> Insurance of Personal Vehicles <p>All State of Tennessee employees are responsible for his/her insurance coverage when using personal vehicles for official state business.</p>

Forms:	<p><u>FA-0080, State Of Tennessee Claim for Travel Expenses</u></p> <p><u>FA-0081, Reimbursable Expense Statement</u></p> <p>(Due to travel requests and information documented in <i>Edison</i> for DCS employees, the above forms are not needed. However, the printable forms are maintained on the Forms Web Page for other persons, e.g., volunteers, foster parents, etc., that may use</p>
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	the travel forms.) <u><i>CS-0600, Acknowledgement of Payroll Deduction for Reimbursement of Assigned State Property</i></u>
Collateral documents:	<u><i>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8</i></u>