

TACRAO General Travel Policy

All Tennessee Association of Collegiate Registrars and Admissions Officers (TACRAO) funded travel is at the discretion of the Board of Directors and must be approved by a vote of the full Board prior to any expenditure. Any expenditure incurred prior to Board approval may not be reimbursed. The only exception to this shall be reimbursement based on automobile mileage. Automobile mileage may be reimbursed if the travel is approved in advance by both the President and Secretary/Treasurer.

Any travel funded by TACRAO will be dependant upon a sound budget with adequate surplus to allow said travel without creating undue burden on other TACRAO funded programs and services.

Only persons employed by an institutional member in good standing of TACRAO are eligible for TACRAO funded travel. These persons shall be referred to as travelers in the remainder of this document.

The following is a list of suggested events and participants for which TACRAO may determine to fund. Funding travel to these events should be decided on an annual basis. The list is not meant to be exhaustive or limit the ability of the Board to fund additional travel. TACRAO should be represented at the below events whenever fiscally possible.

Conference	Attendee(s)
American Association of Collegiate Registrars and Admissions Officers (AACRAO) Annual Meeting	President or his/her designee from within the Board
Southern Association of Collegiate Registrars and Admissions Officers (SACRAO) Annual Meeting	President or his/her designee from within the Board
AACRAO State and Regional Officers Meeting	President and/or President Elect

Conference Registration Fees

Conference registration fees for approved travel may be covered. Fees beyond the conference registration (i.e. Pre-conference workshops) will not be covered unless directly relating to the traveler's position in TACRAO and approved specifically by the Board.

TACRAO will not fund purely elective conference fees (i.e. "side trips") unless directly relating to the traveler's position in TACRAO and approved specifically by the Board.

Conference fees may be paid directly and in advance by TACRAO.

Hotel

Hotel registration fees and taxes for the conference hotel may be paid by TACRAO. These fees may be paid using either the TACRAO credit card or other appropriate means.

Fees incurred due to hotel room occupancy by persons not approved for TACRAO travel will not be paid by TACRAO and should not be charged to the TACRAO credit card.

Incidental and/or elective fees (i.e. in-room movies, room service, mini-bar, phone charges, etc.) will not be paid by TACRAO and should not be charged to the TACRAO credit card.

Hotel internet access may be covered by TACRAO and may be charged to the TACRAO credit card.

If the conference hotel is sold out, travelers may select an alternate (overflow) hotel as specified by the conference. If a traveler selects a hotel other than the conference hotel or one of the approved overflow hotels, TACRAO will only cover the amount up to the cost of staying at an approved conference or overflow hotel.

Meals

Meals may be reimbursed upon the return of the traveler. Meals will not be paid for in advance unless part of the conference fees. The TACRAO credit card should not be used for the purchase of traveler meals.

The purchase of alcohol will not be reimbursed by TACRAO.

Travelers will be reimbursed the full daily amount for meals and incidentals as specified by Domestic Per Diem Rates guide on the US General Services Administration website (<http://www.gsa.gov>) except on the initial and final days of travel. On the initial and final days of travel, the traveler will be reimbursed 75% of the full daily amount for meals and incidentals as specified by Domestic Per Diem Rates guide on the US General Services Administration website (<http://www.gsa.gov>). If the conference city is not listed, the rate for Nashville, TN will be used.

Traveler meals will not be reimbursed unless overnight travel is required unless the meal is part of a business meeting and approved by a vote of the full Board.

Airline Tickets

Traveler airline tickets may be purchased by TACRAO. Airline tickets may be purchased using the TACRAO credit card or other appropriate means.

TACRAO will not pay for airline tickets of non-TACRAO travelers.

TACRAO will not pay for ticket upgrades (i.e. first class accommodations) unless medically necessary.

Automobile Mileage

Automobile mileage will be reimbursed based on the rate determined by the Tennessee Board of Regents (TBR) at the time the travel takes place and will follow TBR policy for reimbursement.

When mileage is in question, the shortest distance between the two points as reported by MapQuest (<http://www.mapquest.com>) will be used to determine mileage.

Parking

Parking fees over \$8.00 may be reimbursed by TACRAO provided a receipt is presented. Parking less than or equal to \$8.00 may be reimbursed without a receipt.

Taxi/Limousine

Taxi/Limousine or other transportation to and from the conference site may be reimbursed by TACRAO provided a receipt is presented. Elective travel will not be reimbursed by TACRAO. Travelers should seek the least expensive method of travel to and from the conference.

Automobile Rental

Automobile rental may be paid for by the TACRAO credit card provided it is approved in advance by a vote of the full Board.

Travelers renting an automobile must select the rental insurance option when renting the automobile.

TACRAO will not pay for automobile rental past the "standard" sedan size unless necessary to accommodate the number of approved TACRAO travelers or necessary for medical reasons.

Pre/Post Conference Travel

TACRAO may allow travelers to arrive no more than one day before the scheduled start of the conference or event for which travel was approved. Travelers should return no later than one day after the scheduled end of the conference or event.

Travelers wishing to arrive earlier or depart later than the one day arrival/departure limit above may do so at their own expense. If airline travel is involved, the traveler must present the Board with the cost of travel within the one day limit for comparison. The comparison value should be from the same airline and time of day as the traveler's requested travel arrangements. Meals, hotels, and other approved expenses will not be covered outside of the one day arrival/departure limit.

Cancellation of Travel

If for some reason the originally approved traveler cannot participate in the approved travel, the travel should be transferred to another traveler.

The President may designate another traveler to which the travel may be transferred.

If the travel cannot be transferred, all travel should be canceled and every effort made to recoup any expenditure should be made by the traveler and/or the Secretary/Treasurer.

A traveler may purchase unused airline tickets from TACRAO, otherwise unused airline tickets should be held until they can be used by another approved traveler.

Receipts

Prior to the traveler receiving any reimbursement, all required receipts must be presented to the Secretary/Treasurer

A receipt will not be required for per diem meal reimbursement or automobile mileage.

Receipts are required for all other traveler expenses, including but not limited to, a final hotel bill, conference registration, parking, taxi/limousine, automobile rental, and airline tickets.

Travelers should not be required to present receipts for items fully funded from personal or institutional funds.

Exclusions

This policy does not apply to paid speakers and/or entertainers contracted for a TACRAO hosted event.