



Administrative Policies and Procedures: 3.16

Subject:	Reimbursements for Employee Expenses
Authority:	TCA 37-5-105 (3), 37-5-106
Standards:	ACA: 4-JCF-6B-15; COA: PA-FIN 4.01; DCS Practice Standard: 8-306
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 Department of Finance and Administration Comprehensive Travel Regulations – Policy 8 .	
Purpose:	
To establish procedures to ensure employees are reimbursed appropriately for travel expenses in compliance with Department of Finance and Administration Comprehensive Travel Regulations – Policy 8 .	
Procedures:	
A. Travel authorization	Travel authorization is authorized and approved by the appointing authority/designee according to the Department of Finance and Administration Comprehensive Travel Regulations – Policy 8 .
B. Allowable reimbursements	<p>1. Allowable travel reimbursements includes, but not limited to, the items listed below. Additional information on reimbursement for these items are outlined in Department of Finance and Administration Comprehensive Travel Regulations – Policy 8:</p> <ul style="list-style-type: none"> a) Air Travel; b) Taxi Fares-Airport Transportation; c) Travel-State Owned Automobile; d) Travel-Personally-Owned Automobile; e) Automobile Rental; f) Parking; g) Promotional Materials and Airline Baggage Fees; h) Lodging; i) Meals and Incidentals;

	<p>j) Extended Travel; and k) Telecommunications Costs While on Travel Status.</p> <p>2. Exceptions</p> <p>DCS Transportation officers and employees buying lunches for children/youth when transporting children/youth will be reimbursed for lunches purchased. A receipt for the lunch purchased must be obtained and attached to the reimbursement claim.</p>
<p>C. Process for requesting travel reimbursement</p>	<p>1. Submission of an expense report for reimbursement of travel expenses are according to <u>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8.</u></p> <p>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.</p> <p>a) Travel information on the Finance and Administration Intranet: <u>http://intranet.tn.gov/finance/employeeInfo/empTravel/empTravel.html</u></p> <p>b) Edison hands-on link for travel: <u>http://upk.edison.tennessee.gov/FPL/TV1/toc.html</u></p> <p>2. DCS Regional staff may submit travel claims on a predetermined schedule as provided by Central Office Finance and Program Support Division. Travel claims submitted must not be for more than a thirty (30) day period.</p> <p>3. Travel claims must be submitted at the <u>beginning</u> of the month for the <u>prior</u> month.</p>
<p>D. Out-of-state travel requests</p>	<p>1. To request out-of-state travel, employees will complete the required information in <u>Edison</u> and according to <u>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8.</u></p> <p>a) Employees must also submit:</p> <ul style="list-style-type: none"> ◆ A brochure from the conference/seminar to be attended; and ◆ Any applicable justification letter, through local approver, to their appropriate Executive Director within the employee’s division, at least thirty (30) days in advance of the intended travel. <p>b) The Executive Director must forward all requests to the Central Office Finance and Program Support Division to be logged.</p> <p>c) The Central Office Finance and Program Support Division staff will route the travel request and supporting documentation with the routing slip to the budget section for budget approval.</p> <p>d) Budget will submit the travel request to the training section for approval for training.</p>

	<ul style="list-style-type: none"> e) The training section will submit the travel request to the Executive Director of Finance and Program Support Division to sign for the agency head. f) The Executive Director of Finance and Program Support Division will route the approved travel request with the routing slip and supporting documentation to the Central Office Finance and Program Support Division, accounts payable section for processing. g) The Finance and Program Support Division payable section will route the approved travel request with the supporting documentation to the Department of Finance and Administration budget section and/or to the Department of Human Resources, whichever is applicable. h) When approval is received from the Department of Finance and Administration Budget or Department of Human Resources by the accounts payable section, a voucher register will be prepared and sent to Department of Finance and Administration Budget for processing.
<p>D. Travel advances</p>	<p>To request a travel advance, refer to the <u>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8.</u></p> <ul style="list-style-type: none"> 1. Travel advances are available only under extraordinary circumstances. Advances are subject to the approval of the Division of Accounts and will be allowed only if the employee can justify extraordinary circumstances that warrant an advance (e.g., an employee is ineligible for a corporate travel card); 2. The employee has provided the Division of Accounts with a payroll deduction authorization form CS-0600 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.
<p>D. Requesting credit cards for travel expenses</p>	<ul style="list-style-type: none"> 1. To request a credit card, refer to the <u>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8.</u> 2. Each Youth Development Center, Regional Office, Central Office Division must submit a letter to the Director of Finance and Program Support Division to request a credit card for employees who qualify. 3. The letter must contain the information listed below in order to apply for a credit card: <ul style="list-style-type: none"> a) Employee name; b) Social Security Number; c) Allotment Code; d) Home Address; e) Home Phone; f) Work Phone; and g) Date of Birth.

	<p>4. The Central Office Director of Finance and Program Support Division or designee must forward the information to the Department of Finance and Administration with a letter requesting that a credit card for travel expenses is issued.</p> <p>5. For any employee that receives a credit card to use for travel expenses and subsequently leaves employment with Department of Children’s Services, the supervisor of the employee must obtain the card, cut it in half and forward to the Central Office Director of Finance and Program Support Division for cancellation.</p>
<p>E. Use of personal vehicles</p>	<p>1. Authorization for use</p> <p>a) Employees may be required to use their personal vehicle in the performance of their duties as deemed necessary and upon approval by Director/Supervisor/designee. (Refer to DCS policy 31.15 Transportation of Children-Youth by Regional and Field Services Employees.)</p> <p>b) The appropriate Director/Supervisor/designee’s authorization is required when an employee uses their personally owned vehicle in the performance of their job duties.</p> <p>2. Reimbursement regulations</p> <p>Any employee who uses a personal vehicle to conduct official business may claim reimbursement for travel expenses in accordance with the State of TN Comprehensive Travel Regulations.</p> <p>3. Insurance of personal vehicles</p> <p>All State of Tennessee employees are responsible for his/her insurance coverage when using personal vehicles for official state business</p>

<p>Forms:</p>	<p>FA-0080, State Of Tennessee Claim for Travel Expenses</p> <p>FA-0081, Reimbursable Expense Statement</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, <i>i.e.</i>, volunteers, resource parents, etc., that may use the travel forms.)</p>
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<p>Collateral documents:</p>	<p>Department of Finance and Administration Comprehensive Travel Regulations – Policy 8</p>
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