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Revision Responsibility: Associate Vice President for Business Services  
Responsible Executive Officer: Vice President for Finance and Administration

Source/Reference: [TBR Policy 4:03:02:00](#)  
[TBR Policy 4:03:03:00](#)

## **PURPOSE**

To define travel policy and procedures for Columbia State employees and other individuals who are authorized to travel at College expense.

## **POLICY**

- I. Columbia State will adhere to Tennessee Board of Regents (TBR) [Policy 4:03:03:00](#) relative to travel and [TBR Policy 4:03:02:00](#) relative to the use of College-owned vehicles. The TBR policy is incorporated into this policy by reference herein and may be accessed through the TBR web site:

[4:03:03:00 General Travel](#)  
[4:03:02:00 Motor Vehicles](#)

- II. Rates of reimbursement are included in [TBR Policy 4:03:03:00](#) and are subject to periodic revision.

## **PROCEDURES**

- I. Authorization of Travel

All requests for authorization of travel will be submitted on a "Request and Approval for Travel" form, located in the electronic purchasing system in ChargerNet.

- II. Request for Use of the College Bus

- A. When the College's bus is requested, the employee making the request must call facility services to verify availability of the bus and, if available, reserve the bus.

- B. The employee completes and submits the "Request and Approval for Travel" form, located in the electronic purchasing system in ChargerNet.

III. Multiple Employees Attending the Same Function

When several employees are traveling to the same destination they should make joint travel plans to the extent practical. Requests for exceptions to this general rule should be directed to the vice president of the area in which the employee works.

IV. Travel Claims

Reimbursement for travel expenses, in accordance with [TBR Policy 4:03:03:00](#), may be requested using the "Claim for Travel Expenses" form, located in the electronic purchasing system in ChargerNet.

The College does not reimburse normal commuter mileage. Normal commuter mileage is the mileage from employee's residence to his/her official work station. Normal commuter mileage is deducted from trips that do not include travel to the official workstation.

V. Personal Liability When Using College Vehicles

The Tennessee Board of Claims is vested with full power and authority to hear and determine all claims against the state for personal injury or property damage caused by negligence of state officials and employees of all departments or divisions in the operation of state-owned motor vehicles or other state-owned equipment while in the line of duty. The code also states that no award or settlement shall be made unless the facts found by the Board establish such a case of liability on the part of a department or state agency as would entitle the claimant to a judgment if the state were amenable to such.

In the case of accidents involving employees of the College while operating College-owned vehicles, claims may be made against the College only through the Tennessee Claims Commission. In the alternative, injured persons may elect to initiate a civil action against the employee individually, in which case neither the state nor the College provides any protection against personal liability. Any person who operates a College-owned vehicle should obtain appropriate liability insurance for his or her protection. In the event an employee misuses a College-owned vehicle, he or she will be subject to one or more of the following penalties:

- A. Written reprimand or warning;
- B. Suspension without pay;
- C. Dismissal; or,
- D. Payment for damages to the vehicle.