

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: General Travel****EFFECTIVE DATE: July 1, 2000; Revised December 1, 2005; Revised April 14, 2022;****Revised August 21, 2026 (updating intercampus mileage chart; other charts deleted)****Purpose**

This policy applies to travel by all employees of Southwest Tennessee Community College (“Southwest” or “the College”) in the performance of their official duties. Provisions of this policy may also apply to individuals other than employees who are authorized to travel at the College’s expense. Authorization for travel will not be granted, and expenses will not be reimbursed, unless the travel is made and reimbursement is claimed in accordance with this policy and Tennessee Board of Regents (TBR) [Policy No. 4.03.03.00](#), General Travel.

Policy**General**

Employees traveling from their home to a College location designated as their official duty station are not eligible to receive reimbursement of travel expenses. The official duty station is defined as the location where the majority of time is spent on teaching or the performance of assigned duties. In accordance with the Intercampus Travel section herein, compensation for travel between Southwest locations, as well as other necessary local travel, will be made at the current rate as listed in the Addendum to [TBR Policy No. 4.03.03.00](#) when teaching or work assignments must be performed at two (2) or more locations on the same day.

All claims for reimbursement for local travel must be submitted monthly, which means that mileage may not be held for more than 30 days prior to submitting it for reimbursement. There is an exception for faculty, who may file their travel claims on a semester basis, provided that all claims are filed within 30 days of the end of the semester. All claims must be submitted within the fiscal year in which travel occurs, with the exception of the month of June, which must be submitted to the Bursar’s Office by the end of the fifth workday of the new fiscal year, in order to charge the expense to the old year.

Intercampus Travel

Each employee will have designated as their official duty station one (1) Southwest location where College operations occur. When the College requires an employee to move from the official duty station to another location, the employee will be reimbursed for the mileage traveled between the

official duty station and the secondary location. Travel should not be the first resort when technology (such as telephone or TEAMS) can be used instead.

If an employee is required to report to a location that is farther from their residence than the official duty station, the employee may claim reimbursement for the additional mileage. For example, if an employee normally has to drive ten (10) miles to work, but must drive fifteen (15) miles, the reimbursement will be for five (5) miles or 15 minus 10 miles.

Faculty members who teach overloads at any location will not be compensated for any extra mileage expenses involved with overloads. Likewise, faculty will not be compensated for any mileage for teaching an evening course at their official duty station.

Part-time faculty assigned to teach at two (2) different teaching locations the same day will be reimbursed for actual travel from the first location to the second location, and return.

Standard mileage between College locations has been established and is considered official. These mileages must be used when claiming reimbursement. A chart of these mileages is attached to this policy. The mileage on the chart was retrieved from Google Maps. Claims for reimbursement are made on a Claim for Travel Expenses form accessible in the Dynamic Forms portal.

Other Local Travel

Other local travel is defined as travel that is not between Southwest locations. Employees required to leave their official duty station on official College business will be compensated for actual mileage traveled as calculated by Google Maps.¹ If travel via an indirect route occurs, the additional miles will not be reimbursed, just those calculated via Google Maps using the most direct route.

Additional charges for parking is allowed, and a receipt is required if the fee exceeds the maximum indicated per day in the [TBR Policy No. 4.3.03.00](#) Addendum.

Exceptions

Unless specifically authorized herein or in the TBR travel policy, exceptions will generally not be approved. Requests for exceptions or interpretations must be made in writing and forwarded to the Bursar or the Bursar's designee for consideration.

¹ Google Maps calculations are the only calculations that will be accepted by the Bursar's Office. Thus, calculations from Map Quest, odometer readings, and other sources will not be accepted.

Out-of-State and International Travel

This policy covers local travel, including intercampus. For information regarding out-of-state and international travel, see TBR [Policy No. 4.03.03.00](#).

Source of Policy: <u>VP of Finance, Admin Ser.</u>		Responsible Administrator: <u>VP of Finance, Admin Ser.</u>
Related Policy: _____		TBR Policy/Guideline Reference: <u>4.03.03.00</u>
Approved: _____  President	Date: <u>August 21, 2026</u>	

Attachment**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****Local Mileage Chart**

	Macon Campus	Maxine A. Smith Center	Union Campus	Whitehaven Center	International Airport
Macon Campus 5983 Macon Cove Memphis, 38134	---	15.8	12.5	19.5	15.1
Maxine A. Smith Center 8800 East Shelby Drive Memphis, 38125	15.8	---	20.9	15.2	15.5
Union Campus 737 Union Avenue Memphis, 38103	12.5	20.9	---	8.7	8.3
Whitehaven Center 1234 Finley Rd Memphis, 38116	19.5	15.2	8.7	---	4.1
International Airport 2491 Winchester Road Memphis, 38116	15.1	15.5	8.3	4.1	---