



PRESIDENTS MEETING
TUESDAY, MAY 17, 2011 – 9:00 A.M. (CT)
TBR Board Room

1. tnAchieves Presentation (Randy Boyd and Krissy DeAlejandro)
2. Tennessee Scholars Presentation by the Tennessee Chamber of Commerce and Industry (Ruth Woodall and Cheryl Harvey)
3. Formula Presentation by THEC (Russ Deaton)
4. Legislative Update (Vice Chancellor Gregory)
5. Proposed Revisions to TBR Policy 1:02:11:00 -Appeals and Appearances Before the Board (General Counsel Modisher) – *Attachment*
6. Access to Campus Salary Equity Plans (General Counsel Modisher)
7. System Compensation Strategy Discussion (Vice Chancellor Sims)
8. Proposed Revisions to TBR Policy 4:02:05:01 - Naming Buildings and Facilities and Building Plaques (Vice Chancellor Sims) - *Attachment*
9. Proposed Revisions to TBR Policy 4:02:20:00 - Disposal of Surplus Personal Property (Vice Chancellor Sims) - *Attachment*

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10. Proposed Revisions to TBR Policy 4:03:03:00 – General Travel (Vice Chancellor Sims) - *Attachment*

11. Proposed Revisions to TBR Guideline B-060 – Fees, Charges, Refunds and Fee Adjustments (Vice Chancellor Sims) - *Attachment*

12. Approval of Final Universal Transfer Pathways (Vice Chancellor Short) – *Attachment*


13. Other Business (Chancellor Morgan)

**PRESIDENTS QUARTERLY MEETING
DIRECTORS QUARTERLY MEETING
May 2011**

DATE: Presidents Meeting (May 17, 2011)
Directors Meeting (May 18, 2011)

AGENDA ITEM: Revision to Policy 1:02:11:00 – Appeals and Appearances
Before the Board

ACTION: Requires Approval

PRESENTER: Christine Modisher 

BACKGROUND INFORMATION:

This proposed revision to the appeals policy would add a section permitting certain complaints from students or prospective students to the central office as required by the U.S. Department of Education Program Integrity Rules, 34 CFR 600.9(a)(1). This change is designed to meet the requirement for state approval for each of our institutions that the state have a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws. The state is not permitted to rely on institutional complaint and sanctioning processes.

THEC has stated that it does not plan to implement a procedure to handle complaints from students of the state public institutions.

Policy 1:02:11:00

Subject: Appeals and Appearances Before the Board

I. Appeals to the Chancellor

A.

A student or employee of an institution or school in the Board of Regents system may appeal a final decision of the president of an institution or a director of a technology center to the Chancellor. TUAPA hearings as outlined in Policy No. 1:06:00:05 are not appealable to the Chancellor. Appeals to the Chancellor shall be limited to alleged violations of state or federal law or institutional /board policy where the complainant has not filed a federal/state administrative appeal or a lawsuit in state or federal court. If, at any time during the pendency of the appeal, a complainant files a lawsuit or administrative action based on the same subject matter as the appeal, the appeal will be dismissed without further action. Unless there is a violation of state or federal law under the limitations described above, decisions which are not appealable to the Chancellor shall include, but will not be limited to;

1. Termination of executive, administrative, professional, clerical and support employees during or at the end of the initial probationary period or pursuant to the terms of the contract of employment;
2. Non-renewal of a tenure-track faculty appointment during the first four years of the probationary period;
3. Denial of tenure unaccompanied by notice of termination in the fifth year of the probationary period;
4. Non-renewal of a temporary faculty appointment;
5. Salary determinations;
6. Student academic matters, e.g., grade appeals, failure to meet retention policies, etc.;
7. Performance evaluations of faculty or staff; and
8. Residency classification of students for tuition and fee purposes.

Appeals and supporting documents must be submitted in writing to the Chancellor within 20 calendar days following the date of a written decision by the president or director. The appeal must state the decision being appealed, the law and/or policy which is alleged to have been violated and the redress desired. The Chancellor shall review the decision on the basis of the record developed at the institution or school, with any new evidence which for good cause shown was not previously considered. The Chancellor may request a student or employee to appear and present arguments in support of an appeal.

B.

Complaints from students or prospective students regarding accreditation or violation of state or federal law may be submitted to the Chancellor's office for appropriate review and action, as required by 34 CFR 600.9(a)(1). Any available institutional complaint procedure must be exhausted prior to consideration by the Chancellor or his/her designee.

II. Appeals to the Board

A student or employee who is dissatisfied with the decision of the Chancellor on his or her appeal may petition the Board of Regents for permission to appeal the decision of the Chancellor to the Board. The petition must be submitted in writing to the Secretary of the Board within 20 calendar days following the date of the Chancellor's written decision.

The petition for appeal must present:

1. A brief statement of the issues to be reviewed including a statement of the redress desired;
2. A brief statement of the facts relevant to the issues to be reviewed, with appropriate reference to where such can be found in the record;
3. A statement of applicable law/policy;
4. A brief argument; and
5. Citations of any applicable authorities, (such as policies, statutes, and cases).

The petition for appeal must be limited to ten (10) pages, typed, doubled spaced, and on 8 1/2 X 11" paper.

The appropriate standing committee of the Board shall review the decision of the Chancellor on the basis of the record submitted to the Chancellor, with any new evidence which for good cause shown was not previously considered, and determine whether the petition to appeal will be granted.

The Board committee, in determining whether to grant an appeal, may consider the following:

- A. Whether Board policy or procedures have been followed;
- B. Whether or not there is material evidence to substantiate the decision appealed from; and/or
- C. Whether or not there has been a material error in the application of the law, which prima facie results in substantial injustice.

The listing in A - C above is not exhaustive and, in the discretion of the Board committee, other considerations may be taken into account.

If the petition to appeal is granted, the committee shall hear the appeal at a subsequent regularly scheduled meeting of the committee and may request the person appealing to appear and present arguments on his or her behalf. The committee shall recommend action on the appeal to the Board of Regents. The decision of the Board shall be final and binding for all purposes.

III. Record

The record on an appeal to the Chancellor or Board shall consist of all relevant documents, statements, and other materials submitted by the person appealing and by the president or director of the institution or school involved. In

the event that the person appealing does not submit sufficient information to allow review of the decision being appealed, the Chancellor or the Board may require the person appealing to furnish any additional information which may be necessary.

IV. Standard of Review

The following provisions shall govern the review by the Chancellor and Board of an appeal under this policy:

1. A decision may be remanded for further consideration upon a finding that it was not made in accordance with applicable state or federal law or Board, institutional, or school procedures; provided, however, that the decision should not be remanded if the procedural error was not material to the decision and therefore constituted harmless error;
2. A decision may be modified or reversed only upon a finding that the decision constituted an abuse of discretion or was made in violation of applicable state or federal law or Board, institutional, or school policies; provided, however, that the decision should not be modified or reversed if the violation of policy was not material to the decision and therefore constituted harmless error;
3. A decision should be affirmed in the absence of a finding of abuse of discretion or material violation of applicable state or federal law or Board, institutional, or school policies or procedures.

Notwithstanding any provision herein to the contrary, any decision may be remanded by the Chancellor or Board for a resolution of the matter which is mutually acceptable to the parties or which is, in the best judgment of the Chancellor or Board, a fair and equitable resolution.

V. Appearances Before the Board on Non-Appealable Issues

Individuals may be allowed to address a committee of the Board of Regents concerning issues which are not appealable but which are of broad concern to an institutional community. Such appearances must be approved by the Chancellor or the Chairman of the appropriate Board committee prior to being placed on a committee agenda. Notwithstanding, the Chairman or Vice Chairman of the Board may authorize appearances before the Board on any matter deemed appropriate for Board consideration. Requests for approval to appear before the Board shall be submitted to the Chancellor 20 calendar days prior to the date that the committee is next scheduled to meet.

Source: Board of Regents Bylaws, as amended; SBR Meeting September 30, 1983; SBR Meeting December 12, 1986; SBR Meeting March 17, 1989; TBR Meeting March 25, 1994.

**PRESIDENTS QUARTERLY MEETING
DIRECTORS QUARTERLY MEETING
May 2011**

DATE: Presidents Meeting (May 17, 2011)
Directors Meeting (May 18, 2011)

AGENDA ITEM: Proposed Revisions to Policy 4:02:05:01 – Naming Buildings and
Facilities and Building Plaques

ACTION: Voice Vote

PRESENTER: Vice Chancellor Dale Sims

BACKGROUND INFORMATION:

The suggested revision adds language stating that the Board reserves the right to remove a name if the naming gift pledge remains unfulfilled, if it is in the best interest of the institution or of the donor to do so, or to protect the reputation of the institution or donor.

Policy 4:02:05:01

Subject: Naming Buildings and Facilities and Building Plaques

The following policy shall apply to all institutions governed by the Tennessee Board of Regents.

A. Naming Buildings and Facilities

1. General Statement

The naming of buildings, facilities, grounds, and organizational units of institutions for individuals or groups who have made significant contributions to society is an honored tradition of higher education. The prerogative and privilege of such namings on the campuses of the Tennessee Board of Regents System are vested in the Board. Authority to name identifiable sub-units or components of buildings and facilities, however, is delegated to the institution president or technology center director, subject to the criteria and process set forth below.

The purpose of this policy is to establish the criteria and process for such namings in the System.

This policy applies to all buildings of the institutions governed by the Board. It also applies to other facilities, grounds, and organizational units which the institution wishes to dedicate in the name of an individual or group. Buildings designated by their general purpose or function are not subject to this policy.

2. Criteria

In general, individuals and groups for whom buildings are named must have made a significant contribution to the field of education, government, science, or human betterment. To preserve the integrity of all buildings named in the System, this honor must be reserved for individuals of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony. With respect to the naming of buildings on a particular campus, special consideration shall be given to:

- A. The historical significance of the contribution of the individual or group to the institution;

- B. The association of the individual or group with the building to be named;
- C. Any financial contribution of the individual or group to the institution; and
- D. State, regional, national, or international recognition of the individual's or group's contributions and achievements.

A given surname may be assigned to only one building on a specific campus.

In all cases, naming rights are considered to be in effect for the duration of the effective and typical useful life of the physical building, space or object, and not in perpetuity. If necessary, the Board reserves the right to remove a name associated with any physical building, space, object, or project at any time if the naming gift pledge remains unfulfilled, it is in the best interests of the institution or of the donor to do so, or to protect the reputation of the institution and/or the donor.

3. Process

The institution president or technology center director shall charge a committee to consider and make recommendations for the naming of a building. The committee shall be comprised of student, faculty, and administrative representatives; other representatives of the campus community may serve on the committee, as deemed appropriate by the president or director.

The committee shall consider all suggested namings which satisfy the criteria cited above. Any individual or group associated with the institution may suggest a name for consideration by the committee.

The committee shall submit a report to the president or director, which includes a recommendation for the naming, documentation of all suggestions considered, and justification of its recommendation.

For namings which require Board approval, the president or director shall submit his or her recommendation, along with the committee's report and any additional supporting information deemed appropriate, to the Board through the Chancellor.

No publicity shall be given to the recommendation for naming until it is considered by the Board. For namings not subject to Board approval, the president or director shall determine and make known the naming in the manner deemed most appropriate.

4. Dedication Ceremony and Plaque

Upon approval of the naming by the Board, an appropriate dedication ceremony may be planned and conducted by the institution.

The institution also may erect a dedication plaque or comparable marking upon approval of the naming by the Board. The plaque may be separate from the building

plaque provided by State regulations. In addition to the individual or group for whom the building is named, the dedication plaque should identify the institution president or technology center director, the Chancellor, and the Chairman of the Board at the time the naming was approved.

B. Building Plaques

An institution may affix a building plaque to a new or newly renovated building or facility. All building plaques must comply with Tennessee Board of Regents guidelines adopted pursuant to this policy and State Building Commission policy on building plaques. This section shall apply to any new or newly renovated building or facility.

Source: TBR Meetings, April 13, 1973; September 30, 1983; June 28, 1985; March 21, 1986; September 18, 1992; March 30, 2007.

**PRESIDENTS QUARTERLY MEETING
DIRECTORS QUARTERLY MEETING
May 2011**

DATE: Presidents Meeting (May 17, 2011)
Directors Meeting (May 18, 2011)

AGENDA ITEM: Proposed Revisions to Policy 4:02:20:00 – Disposal of Surplus
Personal Property

ACTION: Voice Vote

PRESENTER: Vice Chancellor Dale Sims

BACKGROUND INFORMATION:

The policy currently states that there is a 30 day requirement for other institutions or agencies to respond to surplus equipment notifications. Because of current technology, individuals can view the notification in a shorter time period than in the past; therefore, it is recommended that the 30 day requirement be changed to 7 days.

Policy 4:02:20:00

Subject: Disposal of Surplus Personal Property

The following policies and procedures concerning the disposal of surplus personal property shall be followed by all institutions governed by the Tennessee Board of Regents.

1. Definition of Surplus Personal Property

"Surplus personal property" means that personal property which has been determined to be obsolete, outmoded, unusable or no longer usable by the institution, or property for which future needs do not justify the cost of maintenance and/or storage. Such property must be declared "surplus personal property" by the president, director, or designee of the transferring institution; provided however, property need not be declared surplus when disposition is through the trade-in method.

2. General Rules

- A. Surplus personal property is either usable property, which shall be transferred or sold, or unusable property, which may be destroyed, as hereinafter provided:
 1. Surplus personal property which is perishable food may be destroyed without delay or notification.
 2. Surplus mattresses may be destroyed or may be otherwise disposed of only upon compliance with T.C.A. 12-2-403.
 3. Surplus personal property which is determined to be not usable by the institution and of little or no salvage or other economic value may be destroyed by an appropriate method.
 4. The institution shall follow the procedures described in Section 3(c) of this policy, prior to disposal of all other surplus personal property.
- B. Surplus personal property in which the Federal Government or other entity has a legal interest should be transferred to such entity when no longer needed.
- C. It is unlawful for any state official or employee, including System employees, to purchase from the state except by bid at public auction any surplus property during the tenure of his office or employment, or for six (6) months thereafter. A purchaser who violates this provision is guilty of a misdemeanor under T.C.A. 12-2-412.
- D. For all sales to individuals except at public auctions including internet auction, the transferring institution conducting the sale shall obtain from the purchaser a signed disclaimer certifying the purchaser is not a state or System employee and that the purchaser is not buying the property for or on behalf of any state or System employee.
- E. All employees of the Tennessee Board of Regents System and their immediate families, shall be ineligible to bid for or purchase surplus personal property except by bid at public auction.
- F. Possession of surplus personal property sold to the general public under any method prescribed under Section 3(c) of this policy shall not pass until payment is made by cash, or if payment is made by cashiers check or certified check, possession shall not pass until the check is honored by the drawee bank.
- G. Possession shall pass to System institutions, political subdivisions of the state, and other governmental entities upon receipt, by the institution, of purchase vouchers of such institutions, political subdivisions, or other governmental entities. Title to motor vehicles sold as surplus

property to political subdivisions and other governmental entities shall be closed as to transferee when title is passed.

3. **General Disposal Procedures**

- A. The president or director of each institution or their designee shall declare personal property to be surplus personal property prior to disposition as such; provided however, property need not be declared surplus when disposition is through use of the trade-in method.
- B. The president or director or their designee shall designate the department or individual at the institution responsible (hereinafter referred to as "responsible authority") for the disposal of surplus personal property, and the communications and procedures concerning the disposal of surplus personal property.
- C. No article of personal property may be disposed of as surplus except by one of the following methods: (1) Trade-in, when such is permitted due to the nature of the property or equipment and subject to the provisions of T.C.A. 12-2-403 and the rules of this policy;
 - 1. Transfer to other institutions within the Tennessee Board of Regents system;
 - 2. Transfer to other state agencies;
 - 3. Sale to eligible political subdivisions of the state and other governmental entities;
 - 4. Public auction, publicly advertised and held;
 - 5. Sale under sealed bids, publicly advertised, opened and recorded;
 - 6. Negotiated contract for sale, at arms length; but only in those instances in which the availability of the property is recurring or repetitive in character, such as marketable waste products;
 - 7. Disposition through the Department of General Services as provided in the Department Rules and Regulations.
 - 8. Donations to a public school or public school system.
 - 9. Sale by Internet auction.
- D. If the president, director or designee declares the property to be surplus personal property, the method of disposal shall be determined by the responsible authority from the alternatives set forth in Section 3(c) of this policy. Written documentation for the selection of method of disposal shall be maintained. The trade-in method, when property is of the nature appropriate for trade-in, and transfer to other institutions in the Tennessee Board of Regents System shall be the first and second priority methods, respectively, for disposal of surplus personal property, except for waste products which shall be disposed of as further provided in this policy. In the selection of other methods of disposal, the following criteria shall be considered:
 - 1. The character, utility and functionality of the property;
 - 2. The economics of disposal in light of all relevant circumstances attendant the proposed disposal, including the condition and climate of the potential market and present estimated market value of the property, transportation costs, and other cost factors associated with disposal; and
 - 3. Sound fiscal and budgetary policy and practices.

- E. The method of disposal selected in the preceding section shall be implemented pursuant to the specific procedures set forth in this policy for such disposition.
- F. The responsible authority at the institution shall be responsible for the maintenance of accountability documentation on all items of surplus personal property, and shall ensure that adequate audit and inventory trails on all items of surplus personal property are maintained. Such authority shall make the final determination of the fair market value of surplus personal property for purposes of calculating reimbursements to the transferring institution and to determine whether property may be destroyed pursuant to Section 2(a) (3).
- G. Nothing shall prohibit an institution from simultaneously providing notice of an intended disposition of surplus personal property to all System institutions and all state agencies as specified in Section 5(a) and 6(a) below. In such event, if no System institution has requested the property within ~~30~~ 7 days of the initial notice, the first state agency which had requested the property within such time shall be entitled to receive the property upon reimbursement as provided in Section 6 below.

4. Trade-In On Replacement

- A. Items that must be replaced may, subject to the requirements of this section, be traded in on replacement property.
- B. The responsible authority of the institution shall perform the following functions in connection with the trade-in method of disposal:
 - 1. Issue invitations to bid asking for bids with trade-in and without trade-in and receive and review bids;
 - 2. Make an evaluation of the condition and fair market value of the property to be disposed of; through comparisons of bids and the evaluation prepared, make a determination whether it is in the best interests of the institution to dispose of the property by trade-in or by one of the other methods of disposal.

5. Transfer to System Institutions

- A. Except when the trade-in method is utilized or when the property is to be disposed of as a waste product, the responsible authority at the institution shall provide to the president, director, or their designee, or appropriate departments and/or individuals at all other institutions in the System and to the offices of the Tennessee Board of Regents, a notice of intended disposition which shall include the name of the individual to contact for additional information, the location of the property for inspection, a description of the property, the condition of the property and the original cost and fair market value of the property as determined by the responsible authority. The initial notice of available surplus personal property may be made at periodic intervals for the purpose of consolidating notices on numerous items of such property for convenience.
- B. The first institution which makes a written request for the available surplus personal property shall be entitled to receive such property
- C. In the event that no institution requests transfer of available surplus personal property within ~~30~~ 7 days of the date of the initial notice, the property may be disposed by means of another appropriate method of disposal.

6. Transfer to Other State Agencies

- A. When transfer to other state agencies is the method of disposal selected, the responsible authority of the institution shall provide notice of the intended disposition to the commissioner or chief executive officer of all state agencies which shall include all information specified in the notice required by Section 5(a).
- B. The first state agency which makes a written request for the available surplus personal property shall be entitled to receive such property.
- C. In the event that no state agency requests transfer of available surplus personal property within ~~30~~ **7** days of the date of the initial notice, the property may be disposed by means of another appropriate method of disposal.

7. Sale of Surplus Property to Governmental Entities

- A. Political subdivisions of the state and other eligible governmental entities may purchase surplus personal property by submission of sealed bids for such property to the responsible authority of the institution no later than two (2) days prior to a public auction held for disposal of such property. Such bids shall be opened two (2) days prior to such public auction and the highest bid shall be selected unless the responsible authority decides that the highest bid does not represent the fair market value. The responsible authority may reject such bids and may negotiate with the political subdivisions of the state and other entities which have submitted bids in order to obtain a fair market value. In the event negotiation does not result in a fair market value, such property shall be disposed of by public auction.
- B. Political subdivisions of the state and other governmental entities shall retain possession of surplus property purchased from System institutions for at least one (1) year unless disposal is approved by the Board of Standards. Any profit realized from the resale of such property shall revert to the state or the System as their interests may appear.
- C. Any sale of automobiles by a System institution to a county, municipality or other political subdivision or governmental entity shall become null and void and such property shall revert to the state, or the System as their interests may appear, in the event that such political subdivision or governmental entity does not transfer the registration of title to such automobile to its name within seven (7) days after the sale.

8. Public Auctions and Sales Under Sealed Bids

- A. Public auctions and sales under sealed bids, as provided in this policy, shall be publicly advertised and publicly held. Notice of intended disposal by public auction or sale under sealed bid shall be entered by the responsible authority of the institution in at least one (1) newspaper of general circulation in the county or counties in which the disposal is to be made reasonably describing the property and specifying the date, time, place, manner, and conditions of the disposal. The advertisement shall be entered in the public notice or equivalent section of the newspaper and shall run not less than three (3) days in the case of a daily paper and not less than twice in the case of a weekly. The disposal shall not be held sooner than seven (7) days after the last day of publication nor later than fifteen (15) days after the last day of publication of the required notice, excluding Saturdays, Sundays and holidays. Prominent notice shall also be conspicuously posted for ten (10) days prior to the date of disposal, excluding Saturdays, Sundays and holidays, in at least two (2) public places in the county or counties where the disposal is to be made. Furthermore, notice shall be sent to the county court clerks of the county in which the sale is to be made, and all contiguous counties in Tennessee, except when the fair market value of all the property to be sold is determined in writing by the president or director or his or her designee to be less than \$500.00.

- B. A mailing list shall be developed for mailing to eligible governmental entities and potential buyers of surplus items.
- C. No person, firm or corporation shall be notified of any public auction or sale except as provided by this policy.
- D. Each institution should attempt to include as many items in each sale as is practical and feasible.
- E. All notices of sales of such property shall provide that the property is to be sold "as is" with transportation costs assumed by the purchaser. The notice shall state that the only warranty provided, expressed or implied, is the seller's right, title and interest in the property sold.
- F. All sales by bid or auction shall be with reserve, and when bids received are unreasonably below the fair market value as determined by the responsible authority of the institution or school, all bids shall be rejected and the property shall be thereafter disposed of pursuant to other acceptable methods of disposal.

9. Disposal of Waste Products

- A. Marketable waste products such as paper and paper products, used lumber, bottles and glass, rags, and similar materials of nominal value classified as scrap may be sold directly to dealers at the going market rate without soliciting bids. Each institution shall keep a record of the volume and unit price of such materials sold on the scrap market.
- B. Waste products which are subject to storage and are normally accumulated until such quantities are available to make a sale economically feasible shall be sold under sealed bids as follows:
 - 1. Invitations to bid shall be mailed to known buyers of the particular item;
 - 2. Three firm bids shall be secured when possible;
 - 3. Sealed bids shall be publicly opened and recorded ten (10) days, excluding Saturdays, Sundays, and holidays, after the invitations to bid are mailed;
 - 4. The highest bidder shall be awarded the contract and shall be notified of the date for removal of the property and the method of payment which will be acceptable;
 - 5. A file shall be maintained for each disposal for the purpose documenting the sale and should include all documents and information pertinent to the disposal.
- C. Anything to the contrary notwithstanding, surplus personal property which is determined to be unusable and of little or no salvage or other economic value may be destroyed by an institution or school as provided in Section 2(a) (3).

10. Sale by Internet

Notice of intended disposal by Internet auction shall be posted on the Internet. Such notice shall specify and reasonably describe the property to be disposed of, the date, time, manner and conditions of disposal, all as previously determined by the responsible authority.

11. Exceptions

Surplus personal property may be disposed of by a method other than those listed in Section 3(c) of the policy only upon request by the president or director of the transferring institution or designee and approval by the Chancellor or his or her designee.

Source: TBR Meetings, June 29, 1979; September 30, 1983; March 7, 1997; September 26, 2003; June 29, 2007.

**PRESIDENTS QUARTERLY MEETING
DIRECTORS QUARTERLY MEETING
May 2011**

DATE: Presidents Meeting (May 17, 2011)
Directors Meeting (May 18, 2011)

AGENDA ITEM: Proposed Revisions to Policy 4:03:03:00 – General Travel

ACTION: Voice Vote

PRESENTER: Vice Chancellor Dale Sims

BACKGROUND INFORMATION:

The following are included in the suggested revisions to this policy:

- Add a statement under the travel advance section clarifying (a) reimbursement eligibility for travel expenses if the trip is entirely business related and (b) what is excluded from reimbursement (if an individual extends their stay, makes a personal side trip, or has other personal activities). This is based on IRS guidance.
- Adding hotel internet access as a reimbursable expense.
- Delete language which limited airport parking to the cost of two round trips to the airport. This revision is requested to clean up language that implies airport parking is not allowed unless the parking fees do not exceed the cost of two round trips to the airport.

Policy 4:03:03:00

Subject: General Travel

The following policy applies to the travel of all employees of the institutions and Tennessee Technology Centers governed by the Tennessee Board of Regents, as well as members of the Board staff, in the performance of their official duties. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at institutional, school, or Board expense. Specific provisions of the policy also address the travel of Board members, pursuant to Tennessee Code Annotated 4-3-1008.

Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with this policy and any approved exceptions hereto.

Procurement cards may be used for the payment of registration fees and required advance payments for airline or hotel payments. Procurement cards may not be used for expenses incurred during actual travel time except in instances of team/group travel.

This policy and specific reimbursement rates for travel expenses allowed under this policy shall be consistent with those of the Comprehensive Travel Regulations of the State of Tennessee. Exceptions which may be deemed necessary and approved by the Board shall be submitted for consideration by appropriate State officials. Current reimbursement rates shall be issued by the Chancellor as an addendum to this policy.

All travel must be consistent with the educational, research, and professional needs of the TBR System. Employees must conduct all travel with integrity, in compliance with applicable laws, policies, and procedures, and in a manner that excludes considerations of personal advantage. Employees must exercise good judgment and conduct all aspects of travel in a cost-efficient manner.

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II. General Provisions

1. No authorization for travel by any employee shall be granted, and no reimbursement for travel expenses shall be made, except in accordance with the provisions of these policies and procedures. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance in accordance with Section III.

2. Travel which may be authorized, and pursuant to which expenses may be reimbursed, shall be limited to the following:

- a. Travel which is necessary for the proper execution of official System business, or in justifiable pursuit of an institution's or school's educational and research objectives; or
- b. Travel to meetings and conferences of a professional nature which will increase the attending employee's usefulness to the System.

3. Travel shall not include, and no reimbursement for expenses shall be made for, transportation in connection with an employee's official station of employment. The employee's "official station" is his or her regular area of employment activity, e.g., office headquarters, campus, or designated location of an employee established in the field.

The official station of an employee shall be designated by the appointing authority. It is normally expected that the official station is that location at which the employee spends the major portion of his or her working time. For an employee required to be on call (as determined by his or her job description), either overnight or on weekends, the official station of the employee while on call becomes his or her residence, or the location at which the employee receives the call. Reimbursable mileage begins at the location at which the employee receives the call.

4. The employee is considered to be on official travel status, and as such, eligible for reimbursement of travel expenses, at the time of departure from the employee's official station or residence, whichever is applicable, for the purpose of traveling on state business. Expenses for meals will be allowed when overnight travel is required outside the county of the employee's official station or residence. En route lodging will be allowed for only one day each way on trips of long duration. Expenses for lodging will only be allowed in cases where the approved and most direct or expeditious mode of travel will require more than ten (10) hours of continuous travel for trips of long duration. The lodging expense will not be considered en route lodging if it does not add an additional day of lodging expense. For example: An employee has a 9:00 a.m. meeting in Atlanta, GA. Assume the employee needs to work a full day prior to the trip. It would be less

expensive and more convenient to drive rather than fly. The employee leaves the night before and drives to within two hours of Atlanta. Then the employee spends the night, continues the drive the next morning and arrives for the 9:00 a.m. meeting. This will be reimbursed but is not considered en route lodging as it did not add an additional day of lodging expense to the normal travel expenses.

5. The limitations on travel expenses contained herein are maximum amounts above which reimbursement shall not be made. Employees are expected to be as conservative as possible in incurring travel expenses.

6. Reimbursement for travel expenses shall only be allowed for actual expenses incurred, subject to the maximum limitations shown on the Addendum. Receipts must accompany claims for reimbursement for all expenses exceeding the amount cited on the Addendum. The exceptions to this rule are for meals, taxi fares, tolls and ferry fees, with no receipt required. Lodging receipts are required and must itemize room charges and taxes. No expenses shall be reimbursed until after travel has been completed.

7. When using websites (such as Expedia.com, Travelocity.com, Hotwire.com, etc.) to make travel arrangements using package deals, documentation is required for each specific item included in the package such as airfare, hotel, and rental car. Documentation should be provided to substantiate the conformance with set rates as established in CONUS and in the general travel policy. If such documentation cannot be obtained from the website or vendors, the employee is responsible for comparing the package price to the separate coach airfare rates, hotel rates (as allowed by CONUS/conference rate) and vehicle rental rates and providing documentation to reflect that the package price is less expensive than fares allowed individually. When the website documentation is not sufficiently detailed, a signed statement by the employee (along with documentation from separate coach airfare rates, hotel rates, etc.) referencing the comparison above is to be attached to the travel claim to certify that a reasonable effort was made to procure the best price for the college or institution. The employee is responsible for abiding by rates as approved by TBR.

III. Authorization of Travel

1. Approving Authorities - The president or director or his or her designees shall have authority to approve travel by employees of the various institutions and schools. The Chancellor or his or her designees shall have authority to approve travel by employees of the Board. Authorization for travel by a student, regardless of the destination, shall be approved by the president or director of the institution or school or his or her designee.

2. In-State Travel - All employees must obtain prior authorization for in-state travel by the employee's appropriate approving authority. Written authorization may not be necessary for in-state travel where the expected expenses will not be substantial, or when there is no advance notice of the circumstances necessitating the travel, and such travel is approved orally by the appropriate approving authority. Employees whose employment requires frequent in-state travel may obtain blanket authorization in writing for such travel.

3. Out-of-State Travel - All employees must obtain prior written authorization for out-of-state travel, which must be approved by the employee's appropriate approving authority. The authorization must show the name of the person traveling, purpose of the trip, destinations, date of departure and return, mode of transportation, estimated expenses, and availability of funds. If, in the normal course of official business, the employee must routinely travel into another state and back in the same day, such travel will be considered in-state travel and shall be subject to the in-state travel provisions. This exception applies for trips which do not exceed 50 miles into another state. Employees whose employment requires frequent out-of-state travel may obtain blanket authorization in writing for such travel.

4. Canada Travel - Authorization for travel by an employee to Canada shall be approved by the president for employees of institutions, the Vice Chancellor for Technology Centers for employees of the schools, and the Chancellor for employees of the Board.

5. All Other Travel - Authorization for travel by an employee to Alaska, Hawaii, and all out-of-country travel shall be subject to approval by the president. Authorization for travel to Alaska, Hawaii, and all out-of-country travel by the president shall be subject to approval by the Chancellor (or designee). Authorization for travel to Alaska, Hawaii and all out-of-country travel by an employee of a technology center shall be subject to approval by the Vice Chancellor of Technology Centers.

IV. Transportation

1. General - All travel must be by the most direct or expeditious route possible, and any employee who travels by an indirect route must bear any extra expense occasioned thereby. When work is performed by an employee in route to or from the official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven in performing the work in route to or from the official station. For example, if an employee normally commutes 10 miles (20 miles round trip), and performs work on the way home from the official station which results in 12 miles driven, the mileage reimbursement will be for 2 miles only, as that is the amount of mileage in excess of the employee's normal commute. In no instance shall mileage claimed for reimbursement exceed actual miles traveled.

2. Mode of Transportation - Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical. The use of air travel is recommended when time is an important factor or when the trip is so long that other methods of travel would increase the subsistence expense. Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled, or to reduce expenses when two or more employees are making the trip. Reimbursement for personal vehicle use may be claimed at the standard mileage rate provided that the cost of such reimbursement is less than comparable cost of commercial transportation including taxi fares and/or limousine charges.

3. Common Carrier Travel - When travel is by common carrier, the fare must not exceed the regular coach fare charged the general public, and advantage must be taken of round trip rates when available. The

employee's copy of the ticket, or an acceptable receipt, must be submitted for reimbursement of common carrier expenses.

4. Chartered Aircraft – Generally, faculty and staff (including group travel and athletics) whose duties require travel will use commercial ground and air carriers or a university/college/technology center automobile. However, a chartered aircraft may be used if time and/or distance preclude ground travel or if a commercial air service is either unavailable or does not meet the needs of the traveler(s). The following guidelines apply:

a. The chief executive officer of each institution shall assign the following duties to a responsible official: (1) reviewing and approving requests for charter air services, (2) scheduling charter flights, and (3) informing those who request charter flights of the charter company's policy on canceling scheduled flights.

b. Charter services will be obtained only when it can be shown that the charter does not exceed the sum of all traveling costs by commercial carrier (e.g. transportation, meals, and lodging) or that circumstances necessitate travel when no other means is available.

c. The charter company must provide the institution with an original, itemized invoice showing the beginning and ending dates of the charter, the origin and destination of each flight, and the names of passengers on each flight.

5. Automobile Travel - When travel by automobile is appropriate, employees may use state-owned automobiles whenever available and feasible. However, state-owned vehicles should be used only on official business.

a. State Owned Automobiles - When transportation is by a state-owned automobile, tolls, parking, gasoline and storage expenses are allowable. When using motor pool automobiles, employees will be furnished with courtesy cards for purchase of gasoline, oil, and other automobile services, and such expenses should not be claimed by employees as travel expenses. Emergency out-of-pocket expenses, such as towing or emergency repairs, will be reimbursed but must be accompanied by proper receipt identifying the automobile and itemizing the services. Such expenditures must be of an emergency nature when immediate service is required and access to a state facility is not possible. Major repairs should be approved by campus officials prior to work being performed. Such expenditures are allowed but should be filed for reimbursement separately.

b. Personally-Owned Automobiles - Use of a personally-owned automobile must be authorized. Mileage reimbursement rates are provided on the Addendum. The authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items. Employees may use reputable websites to determine point-to-point and/or vicinity mileage.

Commuter Mileage - Procedures for calculating mileage are based on the fact that the State is prohibited from reimbursing employees for normal commuting mileage.

1) If an employee begins or ends a trip at his/her official station, reimbursable mileage will be the mileage from the official station to the destination.

2) If work is performed by an employee in route to or from his/her official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.

3) If an employee begins or ends his/her trip at his/her residence without stopping at his/her official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to his/her destination or his/her official station to the destination. On weekends and holidays, the employee may typically be reimbursed for actual mileage from his/her residence to the destination.

4) If an employee travels between destinations without returning to his/her official station or his/her residence, reimbursable mileage is the actual mileage between those destinations.

c. The travel claim must indicate the employee's itinerary and must show the official business mileage. Business mileage as indicated by the official state map or reputable websites, and that published by Rand-McNally or reputable websites for out-of-state routes will be regarded as official. Vicinity mileage must be reported on a separate line and not included with point-to-point mileage. Only mileage on official business may be claimed.

d. Necessary charges for hotel and airport parking will be allowed. ~~provided that airport parking fees do not exceed normal taxi fare to and from the airport or the cost of two round trips in the employee's personal car (see item 10 below).~~

6. Limousine and Taxi Service - When travel is by common carrier, reasonable limousine and taxi fares will be allowed for necessary transportation. Bus or limousine service to and from airports will be used when available and practical. After arrival at destination, necessary taxi fares for traveling between hotel or lodging and meeting or conference will be allowed. No receipt is required for reimbursement of reasonable taxi fares.

7. Car Rentals at Destination - Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation or it is the only practical means of transportation. Charges for insurance for rented automobiles are not reimbursable. Whenever possible, employees should refuel before returning vehicles.

8. Tolls and Ferry Fees - Reasonable tolls and ferry fees will be allowed when necessary. No receipt is required for reimbursement of tolls and ferry fees.

9. Daily Parking Fees - Daily parking fees for those employees working in downtown offices will not be allowed. However, if an employee is required to leave his office on official business and later returns the same day, the actual additional charge required to park will be reimbursed up to the maximum indicated (see Addendum). Also, those employees required to utilize commercial parking facilities in the daily

performance of duties, or while on travel status, will be allowed reimbursement for actual costs. Receipt is required if the fee exceeds the maximum indicated per day (see Addendum).

10. Unnecessary meals and lodging expenses which are occasioned by the use of an automobile for reasons of the employee's personal convenience, or which are due to travel by an indirect route, will not be allowed.

11. If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier including but not limited to the reasonable cost of one of the following options, whichever is less:

- a. one round trip taxi fare,
- b. or parking of the employee's personal car at the location of the common carrier, plus mileage of one round trip,
- c. or mileage of two round trips in the employee's personal car (subject to a 200 mile maximum for two round trips).

Receipts must be furnished on airport and hotel parking exceeding maximum parking allowance in Addendum.

V. Lodging

1. In-State Lodging - Lodging expenses incurred within the state while on authorized travel will be reimbursable to the maximum shown on the Addendum.

2. Out-of-State Lodging - Lodging expenses incurred out of the state while on authorized travel will be reimbursable to the maximum shown on the Addendum. The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U. S. General Services Administration for federal employees within the continental United States (CONUS). The CONUS list, available on the General Services Administration web site, contains a standard reimbursement rate for lodging and meals and incidentals, and several pages of exceptions. Most destinations for out-of-state travel fall within the list of exceptions. En route lodging will be allowed for only one day each way on trips of long duration. En route lodging will only be allowed in cases when the approved and most direct or expeditious mode of travel will require more than ten (10) hours of continuous travel. (Refer to Section II.4. for explanation of en route lodging expenses.)

3. Additional Lodging Expenses - Sales taxes on lodging costs will be reimbursable.

Higher rates for lodging at the location of a convention or conference will be allowed, without special approval, up to the amount indicated in the convention or conference brochure or conference website. Additional lodging for presidents/directors will be approved on the same basis as approval is granted for other employees. Any exceptions must be approved by the Chancellor. The convention or conference brochure which indicates the lodging rates must be included with the travel claim. Otherwise, reimbursement will be limited to the applicable lodging rate as provided in these regulations.

4. Shared Lodging – In the event of double occupancy for state employees on official travel, both employees should attach an explanation to his/her travel claim detailing dates and other employees with whom the room was shared. The lodging cost may be claimed by the employee who incurred the cost, or one half the double occupancy charge may be allowable for each employee. If a room is shared with other than a state employee, actual cost subject to the maximum in the Addendum will be allowed. The receipt for the entire amount should be submitted with the expense account.

VI. Meals

1. In-State and Out-of-State Meals - Meals while on authorized travel will be reimbursed, subject to the meal allowance provided on the Addendum. The maximum per diem rates include a fixed allowance for meals and for incidental expenses (M&I). The M&I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls home, etc.

Out of Country meals are reimbursed at actual expense with receipts. If no receipts are provided, the maximum rate will be the maximum Conus rate of Out-of-State travel.

The M&I rates for out-of-state travel are the same as those for federal employees, and are available on the General Services Administration's web site. As with lodging, there is a standard rate for the continental United States (CONUS), and a list of exceptions. Reimbursement for meals and incidentals for the day of departure shall be three-fourths of the appropriate M&I rate (either the in-state rate or CONUS rate for out-of-state travel) at the rate prescribed for the lodging location. Reimbursement for M&I for the day of return shall be three-fourths of the M&I rate applicable to the preceding calendar day. To assist in this calculation, the following table lists partial per diem rates for meals and incidentals for in-state and out-of-state travel.

Per Diem Rates – Three-fourths Calculations

\$46\$34.50

\$51\$38.25

\$56\$42.00

\$61\$45.75

\$66\$49.50

\$71\$53.25

The following table may be used to determine reimbursement for a single meal, when appropriate. Reimbursement for meals will not be permitted when overnight travel is not involved.

In-State and Out-of State of Tennessee

Meals and Incidental – Allocated by Meal

Per diem \$46\$51\$56\$61\$66\$71

Breakfast 7 8 9 10 11 12

Lunch 11 12 13 15 16 18

Dinner 23 26 29 31 34 36

Incidentals 5 5 5 5 5 5

Revisions to the above two tables that are required solely by changes in CONUS rates will not be subject to Board approval.

2. Official Banquets - When the expenses for an official banquet of a meeting or conference is in excess of the meal allowance, the excess will be allowed provided a receipt or proper explanation of the charge is submitted.

3. Business Meals – See Policy 4:07:00:00 for criteria on reimbursing business meals.

VII. Miscellaneous Expenses

1. Personal Expenses - Expenses for entertainment (employee or others), laundry, tips and gratuities, etc., are personal expenses and will not be reimbursed in excess of the incidental portion of the M&I rate.

2. Telephone, ~~Telegram~~ Internet and Fax Expenses - Charges for long distance telephone calls, ~~telegrams~~, **internet** and/or fax on official business will be allowed. Charges for necessary local calls on official business will be allowed.

3. Registration Fees - Registration fees for approved conferences, conventions, seminars, meetings, etc., will be allowed including cost of official banquets and/or luncheons, if authorized in advance by the appropriate approving authority, and provided receipts are submitted with the travel claim.

4. Handling Fees - Fees for the handling of equipment or promotional materials will be allowed up to the maximum indicated (see Addendum).

VIII. Claims

The standard form for claims for travel expenses approved by the President, director or Chancellor shall be used for reimbursement of expenses. The form must show movement and detail of expenses on a daily

basis, be signed in ink by the employee, and be approved by the appropriate approving authority prior to reimbursement. All signatures on travel claims must be original or electronic in accordance with TBR policy. Receipts for appropriate expenses must be attached to the form. Expenses for books, supplies, postage, and other items that do not constitute actual traveling expenses should not be included in the claim form. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel.

IX. Travel Advances

1. General - Normally travel expenses should be paid when incurred by an employee, with reimbursement made to the employee for actual expenses upon proper submission of a claim for travel expenses.

Advances to employees for anticipated travel expenses may be made under the circumstances hereinafter described as (1) permanent travel advances and (2) temporary travel advances except as provided in Section X.3. All travel advances must be approved by the president or his or her designees for employees of the institution, the director for employees of the school, and the Chancellor for employees of the Board.

2. Permanent Travel Advances - When an employee has blanket travel authorization, and is expected to travel the major portion of each month, the employee may be placed upon permanent travel status. Upon determination of the employee's estimated monthly expenses, if such expenses exceed \$100, the employee may be provided with a single advance in an amount sufficient to cover such expenses for one month, provided such amount may not exceed the semi-monthly salary of the employee. Subsequent to the initial advance, the employee shall submit appropriate claims and be reimbursed as heretofore provided, with any unused portion of the advance to be returned upon termination of the employee's permanent travel status.

3. Temporary Travel Advances - When temporary travel is authorized for an employee, the employee may receive an advance, provided a request for the advance, including estimated expenses, is submitted to the appropriate approving authority with the request for written authorization for the travel, and is approved. An amount equal to 80% of the estimated expenditures will be allowed as an advance, however, no advance less than \$100 will be made. Students traveling under individual authorizations or an employee traveling with a student or students who is responsible for disbursing all funds for the trip may be advanced 100% of the amount of the authorization.

4. Payroll Deduction Authorization - Each employee receiving a permanent or temporary travel advance for the first time must sign a payroll deduction authorization form which will allow the State to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim. This deduction from payroll should be used as a last resort only in the event all other efforts to collect the advance have failed.

5. Expense Claim - Upon return, the employee should submit an expense claim detailing his or her actual expenditures. This claim should show the total expenses incurred. The advanced amount should be subtracted from this total. A voucher should then be prepared requesting the additional amount due the employee. No advance should exceed actual expenses. If this does happen, however, the excess should be

returned by the employee to the business office for deposit as a credit against the original advance with proper distribution being made of the actual expenses incurred. In the latter instance, the expense account claim should be forwarded to the business office with notification to file it with the advance request.

You are eligible for reimbursement of travel expenses if your trip was entirely business related. If your trip was primarily for business and, while at your business destination, you extended your stay, made a personal side trip, or had other personal activities, you can obtain reimbursement for only your business related travel expenses. These expenses include the travel costs of getting to and from your business destination but do not include additional lodging, parking, and per diem for the days not required for the business travel. Additional days are not considered business related unless they are necessary to provide rest or sleep required for you to properly perform your duties.

X. Corporate Credit Cards for Travel

1. General – Individual institutions and/or the Board Office may arrange for corporate credit cards to assist with travel expenses.

2. Membership - Corporate credit cards are made available to designated employees, with the employees personally responsible to the card vendor for all amounts charged to the card.

3. Advances - Travel advances, permanent or temporary, shall not be issued to:

- a. any employee who is issued a corporate card, or
- b. any employee who is designated but chooses not to apply for a corporate card.
- c. any employee who has had his/her corporate card cancelled or was refused a card based on the vendor's credit requirements.

Institutions may make individual exceptions to the above provisions when the circumstances are determined to warrant such exception.

4. Reimbursement - Reimbursement for travel expenses shall only be allowed for actual business expenses incurred, subject to the provisions of Section II, Item 6, and the maximum limitations shown on the Addendum.

5. Cancellations - The Tennessee Board of Regents and/or the card vendor may cancel an employee's corporate card at any time. In the event of cancellation of a corporate card, the Tennessee Board of Regents or appropriate institution shall promptly notify the employee of the cancellation and use its best efforts to obtain the canceled corporate card and return it to the card vendor.

6. Termination - The Tennessee Board of Regents and its institutions shall notify the card vendor if a cardholder's employment is terminated, and the effective date of such action. Each institution shall establish procedures to collect corporate cards from terminated employees and return them to the card vendor.

XI. Exceptions

General - The Chancellor shall have the authority to grant exceptions to any part or all of the provisions of this policy when deemed appropriate and necessary; however, any exception directly affecting the Chancellor must be approved by the Vice Chair of the Board. The Chancellor delegates to the presidents and directors the authority to grant exceptions to any part or all of the provisions of this policy in individual instances when deemed appropriate and necessary; however, any exception directly affecting presidents or directors must be approved by the Chancellor or Vice Chancellor for Technology Centers, respectively.. Two areas of standing exceptions to the policy are provided below.

Exception No. 1

(a) Provisions for travel contained in this Exception Number One shall be applicable only to the Chancellor and his or her immediate staff, presidents of institutions, technology center directors, and System employees traveling in their company. This exception corresponds with Exception Number Three of the Comprehensive Travel Regulations. All provisions of the Sections II through X of this policy shall be applicable unless superseded by the following.

(b) Transportation: First class travel on common carrier shall be allowable at the option of the above designated persons when accompanying others not employed by the State who are traveling in first class accommodations.

(c) Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation or whenever it is the only practical means of transportation.

Exception No. 2

(a) Members of the Tennessee Board of Regents shall be reimbursed for travel in the performance of their official duties in accordance with applicable provisions of the general policy unless superseded by the following, which corresponds with Exception Number Four of the Comprehensive Travel Regulations, provided that necessary approvals shall be made by the Chancellor rather than the Commissioner of Finance and Administration.

(b) Members of the Board shall be reimbursed by the Board office for all allowable travel expenses upon submission of a standard form for claims and appropriate receipts.

Source: TBR Meetings, June 25, 1976; March 3, 1978; September 29, 1978; September 26, 1980; September 30, 1983; March 23, 1984; September 21, 1984; December 13, 1985; June_26, 1987; September 18, 1987; June 30, 1989; September 21, 1990; June 28, 1991; March 20, 1992; October 22, 1993 (Interim action), February 1, 1996 (Interim Action), June 21, 1996, March 27, 1998, August 1, 1998 (Interim Action), March 26, 1999, September 17, 1999, September 1, 2001 (Interim Action), September 26,

2003, December 5, 2003, May 1, 2004 (Interim Action), September 24, 2004; December 3, 2004; June 10, 2005; December 2, 2005; March 31, 2006; March 30, 2007; June 29, 2007; September 28, 2007; March 28, 2008. October 1, 2008 (Interim Action); October 1, 2009 (Interim Action); Board Meeting September 24, 2010

Addendum

Tennessee Board of Regents General Travel Policy

This Addendum provides the specific expenses considerations cited in the general travel policy. The reimbursement rates listed below are consistent with the current Comprehensive Travel Regulations of the State of Tennessee, which may be revised from time to time. The following shall remain in effect from and after December 9, 2010, until revised by the Chancellor. The Board delegates to the Chancellor the authority to increase TBR travel rates commensurate with any rate increases approved by the State of Tennessee.

General Reimbursement Rates

Standard mileage rate	Rate approved by the Dept. of Finance and Administration
Maximum parking fees without receipt	\$ 8.00 per day
Fees for handling of equipment or promotional materials	\$ 20.00 per hotel

Out-of-State Reimbursement Rates

Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. The CONUS rates are located on the U.S. Government's web page at <http://www.gsa.gov/>

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the web page as a listed point.

In-State Travel Reimbursement Rates

Level I Counties and Cities

<u>Day of Departure And Return</u>	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
75% of M&I	\$110.00 + tax	\$66.00

Davidson County

Level II Counties and Cities

<u>Day of Departure And Return</u>	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
75% of M&I	\$96.00 + tax	\$46.00

Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Level III Counties and Cities

<u>Day of Departure And Return</u>	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
75% of M&I	\$77.00+ tax	\$46.00

All other counties and cities not listed above.

Standard Out-of-Country Rates

<u>Day of Departure And Return</u>	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
Actual expense or 75% of M&I	Actual expense	Actual expense or \$71.00

(per diem amount only to be used when receipts are not available)

Special Rates Under Exception One

This exception applies to the Tennessee Board of Regents' Chancellor and his or her immediate staff, presidents of institutions, area school directors, and System employees traveling in their company. This exception rate schedule corresponds with Exception Number Three of the Comprehensive Travel Regulations of the State of Tennessee.

Out-Of State Reimbursement Rates

Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. The CONUS rates are located on the U.S. Government's web page at:<http://www.gsa.gov/>

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the web page as a listed point.

In-State Travel Reimbursement Rate

Level I Counties and Cities

<u>Day of Departure And Return</u>	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
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75% of M&I	\$115.00+ tax	\$66.00
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Davidson County

Level II Counties and Cities

<u>Day of Departure And Return</u>	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
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75% of M&I	\$101.00+ tax	\$46.00
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Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County. (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Level III Counties and Cities

<u>Day of Departure And Return</u>	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
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75% of M&I	\$82.00 + tax	\$46.00
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All other counties and cities not listed above.

Special Rates Under Exception Two

This exception applies to Board Members of the Tennessee Board of Regents who are reimbursed for travel in the performance of their official duties. This exception rate schedule corresponds with Exception Number Four of the Comprehensive Travel Regulations of the State of Tennessee.

Out-of State Reimbursement Rates

Employees are to utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. The CONUS rates are located on the U.S. Government's web page at <http://www.gsa.gov/>

Use the CONUS standard rates for all locations within the Continental United States not specifically shown on the web page as a listed point.

In-State Travel Reimbursement Rates

Level I Counties and Cities

<u>Day of Departure And Return</u>	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
75% of M&I	\$130.00+ tax	\$66.00

Davidson County

Level II Counties and Cities

<u>Day of Departure And Return</u>	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
75% of M&I	\$116.00+ tax	\$46.00

Anderson County, Shelby County, Knox County, Hamilton County, Gatlinburg, Pigeon Forge, Sullivan County, Williamson County, Montgomery County, Putnam County, Rutherford County, Washington County. (Includes Paris Landing, Montgomery Bell, Natchez Trace, Pickwick, Fall Creek Falls, and Henry Horton State Parks)

Level III Counties and Cities

<u>Day of Departure And Return</u>	<u>Maximum Lodging</u>	<u>Maximum Meals and Incidentals</u>
75% of M&I	\$102.00 + tax	\$46.00

All other counties and cities not listed above.

**PRESIDENTS QUARTERLY MEETING
DIRECTORS QUARTERLY MEETING
May 2011**

DATE: Presidents Meeting (May 17, 2011)
Directors Meeting (May 18, 2011)

AGENDA ITEM: Proposed Revisions to Guideline B-060 – Fees, Charges, Refunds
and Fee Adjustments

ACTION: Voice Vote

PRESENTER: Vice Chancellor Dale Sims

BACKGROUND INFORMATION:

The proposed revision includes language that states at the conclusion of the debt retirement for a given project, the debt service fee attributed to that project will cease. The existing fee cannot be reallocated for a new project which requires the approval of a new debt service fee. Any continuation of fees for renewal and replacement for a project must be approved by TBR.

V. Debt Service Fees

A. The amount of debt service fees will be approved by the Tennessee Board of Regents. Separate rates are recommended by each institution based on requirements of the institution.

B. For simplicity of administration and communication, institutions may combine debt service with maintenance fees in quoting fee rates, in fee billings and charges, and in making refunds.

C. Revenue from debt service fees will be recorded in the unrestricted current fund and then transferred to the retirement of indebtedness fund as either a mandatory transfer or a non-mandatory transfer. The portion of debt service fee revenue used for current-year debt service will be reported as a mandatory transfer. Any additional debt service fee revenue will be transferred to the retirement of indebtedness fund as a non-mandatory transfer.

D. At the conclusion of the debt retirement for a given project, the debt service fee attributed to that project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired must be approved for that purpose by the Tennessee Board of Regents.

PRESIDENTS QUARTERLY MEETING
May 2011

DATE: Presidents Meeting (May 17, 2011)

AGENDA ITEM: Approval of Final Universal Transfer Pathways

ACTION: Requires Vote

PRESENTER: Vice Chancellor Paula Myrick Short

BACKGROUND INFORMATION:

Attached are ten additional Universal Transfer Pathways that were completed by five UT/TBR faculty task force groups that met in March, 2011. One of the UTPs is a proposed new degree, the Associate of Fine Arts (A.F.A) with an Area of Emphasis in music. The A.F.A accommodates the necessary theory courses and performance-based courses needed in community college programs to prepare students for entrance into university music programs subject to successful completion of performance requirements and/or auditions.

Additional Universal Transfer Pathways

- **Exercise Science**
- **Kinesiology (UTK only)**
- **Speech Communication (A.A. and A.S.)**
- **Theatre Arts (A.A. and A.S.)**
- **Pre-Health Professions**
- **Pre-Occupational Therapy**
- **Pre-Physical Therapy**
- **Music (Proposed A.F.A. Degree)**

UNIVERSAL TRANSFER PATHS
TBR COMMUNITY COLLEGES TO
UT AND TBR FOUR YEAR UNIVERSITIES

Community College Area of Emphasis: Exercise Science* A.S. Degree

General Education Requirements

Communication		9 Hours
ENGL 1010, 1020 Composition I and II	6 Hours	
SPCH 1010 Fundamentals of Speech Comm. or other approved speech/communication course	3 Hours	
Humanities and/or Fine Arts (at least one course in literature)		9 Hours
Social/Behavioral Sciences		6 Hours
PSYC 1030 General Psychology Approved Course in Health and Wellness		
History		6 Hours
Natural Sciences		8 Hours
BIOL 2010, 2020 Human Anatomy and Physiology I & II		
Mathematics		<u>3 Hours</u>
General Education Total		41 Hours

Area of Emphasis Requirements

Introduction to Exercise Science		3 Hours
Nutrition		3 Hours
First Aid and Safety		3 Hours
Prevention and Care of Athletic Injuries		3 Hours
Physical Education Activity Courses (two)		2 Hours
General Electives		<u>5 Hours</u>
Area of Emphasis total		19 Hours
TOTAL		60 Hours

*This transfer path is not available at the University of Tennessee, Knoxville and the University of Memphis. However, a similar pathway is available for students who wish to major in Kinesiology at the University of Tennessee, Knoxville. Please see the pathway labeled Kinesiology, University of Tennessee, Knoxville.

Effective Fall 2011

UNIVERSAL TRANSFER PATHS
TBR COMMUNITY COLLEGES TO
UT AND TBR FOUR YEAR UNIVERSITIES

Community College Area of Emphasis: Speech Communication A.A. Degree

General Education Requirements

Communication	9 Hours
ENGL 1010, 1020 Composition I and II	6 Hours
SPCH 1010 Fundamentals of Speech Comm.	3 Hours
or other approved speech/communication course	3 Hours
Humanities and/or Fine Arts (at least one course in literature)	9 Hours
Social/Behavioral Sciences	6 Hours
History	6 Hours
Natural Sciences	8 Hours
Mathematics	<u>3 Hours</u>
General Education Total	41 Hours

Area of Emphasis Requirements

Choose One Course from Each of the Following Three Groups:

Argumentation/Debate		
or	}	
Advanced Public Speaking		3 Hours
Organizational Communication		
or	}	
Business/Professional Communication		3 Hours
Interpersonal Communication		
or	}	
Small Group Communication		3 Hours
Speech or Communication Elective		3 Hours
Foreign Language (One-Year Sequence in a Single Foreign Lang.)		6 Hours
General Elective		<u>1 Hour</u>
Area of Emphasis Total		19 Hours
Total		60 Hours

UNIVERSAL TRANSFER PATHS
TBR COMMUNITY COLLEGES TO
UT AND TBR FOUR YEAR UNIVERSITIES

Community College Area of Emphasis: Speech Communication A.S. Degree

General Education Requirements

Communication		9 Hours
ENGL 1010, 1020 Composition I and II	6 Hours	
SPCH 1010 Fundamentals of Speech Comm.	3 Hours	
or other approved speech/communication course	3 Hours	
Humanities and/or Fine Arts (at least one course in literature)		9 Hours
Social/Behavioral Sciences		6 Hours
History		6 Hours
Natural Sciences		8 Hours
Mathematics		<u>3 Hours</u>
General Education Total		41 Hours

Area of Emphasis Requirements

Choose One Course from Each of the Following Three Groups:

Argumentation/Debate		
or }		3 Hours
Advanced Public Speaking		
Organizational Communication		
or }		3 Hours
Business/Professional Communication		
Interpersonal Communication		
or }		3 Hours
Small Group Communication		
Speech or Communication Elective		3 Hours
General Electives		<u>7 Hours</u>
Area of Emphasis Total		19 Hours
Total		60 Hours

UNIVERSAL TRANSFER PATHS
TBR COMMUNITY COLLEGES TO
UT AND TBR FOUR YEAR UNIVERSITIES

Community College Area of Emphasis: Theatre Arts A.A. Degree

General Education Requirements

Communication	9 Hours
ENGL 1010, 1020 Composition I and II	6 Hours
SPCH 1010 Fundamentals of Speech Comm. or other approved speech/communication course	3 Hours
Humanities and/or Fine Arts (at least one course in literature)	9 Hours
THEA 1030 Introduction to Theatre	3 Hours
Two Additional Approved Humanities Courses	6 Hours
Social/Behavioral Sciences	6 Hours
History	6 Hours
Natural Sciences	8 Hours
Mathematics	<u>3 Hours</u>
General Education Total	41 Hours

Area of Emphasis Requirements

Acting I	3 Hours
Stage Craft I	3 Hours
Theatre Electives (excluding theatre history)	7 Hours
Foreign Language (One Year Sequence in Single Foreign Lang.)	<u>6 Hours</u>
Area of Emphasis Total	19 Hours
TOTAL	60 Hours

Effective Fall 2011

UNIVERSAL TRANSFER PATHS
TBR COMMUNITY COLLEGES TO
UT AND TBR FOUR YEAR UNIVERSITIES

Community College Area of Emphasis: Theatre Arts A.S. Degree*

General Education Requirements

Communication	9 Hours
ENGL 1010, 1020 Composition I and II	6 Hours
SPCH 1010 Fundamentals of Speech Comm. or other approved speech/communication course	3 Hours
Humanities and/or Fine Arts (at least one course in literature)	9 Hours
THEA 1030 Introduction to Theatre	3 Hours
Two Additional Approved Humanities Courses	6 Hours
Social/Behavioral Sciences	6 Hours
History	6 Hours
Natural Sciences	8 Hours
Mathematics	<u>3 Hours</u>
General Education Total	41 Hours

Area of Emphasis Requirements

Acting I	3 Hours
Stage Craft I	3 Hours
Theatre Electives (excluding theatre history)	7 Hours
General Electives	<u>6 Hours</u>
Area of Emphasis Total	19 Hours
TOTAL	60 Hours

*The B.S. Degree with a major in Theatre Arts is available at Austin Peay State University, Middle Tennessee State University, and Tennessee State University.

Effective Fall 2011

UNIVERSAL TRANSFER PATHS
TBR COMMUNITY COLLEGES TO
UT AND TBR FOUR YEAR UNIVERSITIES

Community College Area of Emphasis: Pre-Health Professions (Dentistry, Medicine, Optometry,
Pharmacy, Veterinary Medicine) A.S. Degree

General Education Requirements

Communication	9 Hours
ENGL 1010, 1020 Composition I and II	6 Hours
SPCH 1010 Fundamentals of Speech Comm.	3 Hours
or other approved speech/communication course	3 Hours
Humanities and/or Fine Arts (at least one course in literature)	9 Hours
Social/Behavioral Sciences	6 Hours
History	6 Hours
Natural Sciences	
CHEM 1110, 1120 General Chemistry I and II	8 Hours
Mathematics	<u>3 Hours</u>
MATH 1830 or Higher	
General Education Total	41 Hours

Area of Emphasis Requirements

Choose Two of the Following Three Sequences:

BIOL 1110, 1120 General Biology I and II	8 Hours
CHEM 2010, 2020 Organic Chemistry I and II	8 Hours
PHYS 2010, 2020 Non-calculus Based Physics I and II or Higher	8 Hours
General Electives	<u>3 Hours</u>

Area of Emphasis Total 19 Hours

TOTAL 60 Hours

Effective Fall 2011

UNIVERSAL TRANSFER PATHS
TBR COMMUNITY COLLEGES TO
UT AND TBR FOUR YEAR UNIVERSITIES

Community College Area of Emphasis: Pre-Occupational Therapy A.S. Degree

General Education Requirements

Communication		9 Hours
ENGL 1010, 1020 Composition I and II	6 Hours	
SPCH 1010 Fundamentals of Speech Comm. or other approved speech/communication course	3 Hours	
Humanities and/or Fine Arts (at least one course in literature)		9 Hours
Social/Behavioral Sciences		6 Hours
PSYC 1030 General Psychology	3 Hours	
Other Approved Course in Social/Behavioral Sciences	3 Hours	
History		6 Hours
Natural Sciences		8 Hours
BIOL 1110, 1120 General Biology I and II		
Mathematics		<u>3 Hours</u>
MATH 1530 Introduction to Probability and Statistics		
General Education Total		41 Hours

Area of Emphasis Requirements

BIOL 2010, 2020 Anatomy and Physiology I and II		8 Hours
CHEM 1110 General Chemistry I	4 Hours	
PHYS 2010 Non-Calculus Based Physics I	4 Hours	
MATH 1720 Pre-Calculus II	<u>3 Hours</u>	
Area of Emphasis Total		19 Hours
TOTAL		60 Hours

Effective Fall 2011.

UNIVERSAL TRANSFER PATHS
TBR COMMUNITY COLLEGES TO
UT AND TBR FOUR YEAR UNIVERSITIES

Community College Area of Emphasis: Pre- Physical Therapy A.S. Degree

General Education Requirements

Communication		9 Hours
ENGL 1010, 1020 Composition I and II	6 Hours	
SPCH 1010 Fundamentals of Speech Comm. or other approved speech/communication course	3 Hours	
Humanities and/or Fine Arts (at least one course in literature)		9 Hours
Social/Behavioral Sciences		6 Hours
PSYC 1030 General Psychology	3 Hours	
Other Approved Course in Social/Behavioral Sciences	3 Hours	
History		6 Hours
Natural Sciences		8 Hours
BIOL 1110, 1120 General Biology I and II		
Mathematics		<u>3 Hours</u>
MATH 1530 Introduction to Probability and Statistics		
General Education Total		41 Hours

Area of Emphasis Requirements

Choose Two of the Following Three Sequences:

BIOL 2010, 2020 Anatomy and Physiology I and II		8 Hours
CHEM 1110, 1120 General Chemistry I and II		8 Hours
PHYS 2010, 2020 Non-calculus Based Physics I and II		8 Hours
MATH 1720 Pre-Calculus II or Higher		<u>3 Hours</u>
Area of Emphasis Total		19 Hours
TOTAL		60 Hours

Effective Fall 2011

UNIVERSAL TRANSFER PATHS
TBR COMMUNITY COLLEGES TO
UT AND TBR FOUR YEAR UNIVERSITIES

<u>Area of Emphasis</u>	Music	A.F.A Degree
General Education Requirements		
Communication		9 Hours
ENGL 1010, 1020	6 Hours	
SPCH 1010 Fundamentals of Speech Comm. or other approved speech/communication course	3 Hours	
Humanities and/or Fine Arts		3 Hours*
MUS 1030 Music Appreciation	3 Hours**	
Social/Behavioral Sciences		6 Hours
History		6 Hours
Natural Sciences		8 Hours
Mathematics		<u>3 Hours</u>
General Education Total		35 Hours*
Area of Emphasis Requirements		
Music Theory I, II, III		9 Hours
Ear Training I, II, III		3 Hours
Lessons		8 Hours
Ensembles (Appropriate to Applied Area)		4 Hours
Piano I, II		<u>2 Hours</u>
Area of Emphasis Total		26 Hours
TOTAL		61 Hours

Effective Fall 2001

*Students will complete the remaining six hours of the humanities requirement, including one course in literature, at universities upon transfer.

**Students who plan to transfer to the University of Memphis should complete a course in literature rather than music appreciation.

Students must successfully complete placement requirements in music theory, ear training, and piano at the university where transfer is planned. Students must also successfully complete required university auditions as appropriate.