

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: General Travel****EFFECTIVE DATE: July 1, 2000; Revised December 1, 2005; Revised April 14, 2022****I. Purpose**

This policy applies to travel of 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 College 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.

**II. Procedure****General**

Persons traveling from their home to the campus 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 in teaching or the performance of assigned duties. In accordance with the Intercampus Travel section herein, compensation for travel between campuses, 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 on a monthly basis for all employees, except for faculty who may file their travel claims on a semester basis, provided that all claims are filed within 30 days from 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 Fiscal Operations Office by the end of the fifth work day 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) of several locations 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 TEAMS) could 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 who are 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 should be used when claiming reimbursement. A chart of these mileages is attached to this policy as Attachment 1. Claims for reimbursement should be made on a [Claim for Travel Expenses form](#).

#### Other Local Travel

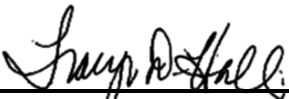
Other local travel is defined as travel which takes place in either Shelby or Fayette counties, and is not between Southwest campuses. Employees required to leave their official duty station on official College business will be compensated for actual mileage traveled. Additional charges for parking will be 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.

Standard mileages between the College and some other locations have been established and are considered official. For all other trips, mileage must be measured by odometer readings. All travel must be by the most direct route possible (as noted on mapquest.com or a comparable GPS program). Any employee who travels by an indirect route must bear the added expense.

#### 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 Chief Financial Officer, who will secure approval/disapproval.

**Source of Policy:** VP of Finance & Admin Ser. **Responsible Administrator:** Chief Financial Officer  
**Related Policy:** \_\_\_\_\_ **TBR Policy/Guideline Reference:** 4.03.03.00

**Approved:**  **Date:** April 14, 2022  
 President

**Attachment 1****SOUTHWEST TENNESSEE COMMUNITY COLLEGE****Local Mileage Chart**

	<b>Agricenter</b>	<b>Somerville Center</b>	<b>Gill Center</b>	<b>International Airport</b>	<b>Macon Campus</b>	<b>Maxine A. Smith Center</b>	<b>Millington Center</b>	<b>Union Campus</b>	<b>University of Memphis</b>	<b>Whitehaven Center</b>
<b>Agricenter</b> 7777 Walnut Grove, Memphis, 38120	---	31.3	15.6	15.6	5.3	10.3	22.4	19.3	8.1	19.2
<b>Somerville Center</b> 214 Lakeview Road, Somerville 38068	31.3	---	44.5	48.2	34.4	36.8	35.9	48.2	39.3	51.5
<b>Gill Center</b> 3833 Mountain Terrace, Memphis, 38127	15.6	44.5	---	13.5	12.5	24.9	13.2	8.7	9.5	15.5
<b>International Airport</b> 2491 Winchester Rd Memphis, 38116	15.6	48.2	13.5	---	15.1	15.5	29.9	8.3	6.9	4.1
<b>Macon Campus</b> 5983 Macon Cove Memphis, 38134	5.3	34.4	12.5	15.1	---	15.8	16.3	12.5	7.4	19.5
<b>Maxine A. Smith Center</b> 8800 East Shelby Drive Memphis, 38125	10.3	36.8	24.9	15.5	15.8	---	31.5	20.9	14.2	15.2
<b>Millington Center</b> 6500 Navy Road Millington, 38053	22.4	35.9	13.2	29.9	16.3	31.5	---	20.8	18.5	29.6
<b>Union Campus</b> 737 Union Avenue Memphis, 38103	19.3	48.2	8.7	8.3	12.5	20.9	20.8	---	6.1	8.7
<b>University of Memphis</b> 3720 Alumni Ave Memphis, 38152	8.1	39.3	9.5	6.9	7.4	14.2	18.5	6.1	---	10.0
<b>Whitehaven Center</b> 1234 Finley Rd Memphis, 38116	19.2	51.5	15.5	4.1	19.5	15.2	29.6	8.7	10.0	---

## Attachment 2, page 1 of 2

**Mileage between Memphis and Other Cities  
(Tennessee, Arkansas, and Mississippi)  
(Contact the Fiscal Operations Office for Other States)**

<b>Tennessee *</b>		<b>Tennessee (cont.)</b>		<b>Arkansas (cont.)</b>	
<i>City</i>	<i>Mileage</i>	<i>City</i>	<i>Mileage</i>	<i>City</i>	<i>Mileage</i>
Athens	364	Lewisburg	210	Blytheville	68
Bolivar	69	Lexington	111	Booneville	257
Bristol	499	Madisonville	406	Brinkley	72
Brownsville	59	Manchester	255	Camden	219
Centerville	169	Maryville	396	Clarksville	206
Chattanooga	310	McMinnville	275	Conway	160
Clarksville	201	Milan	99	Corning	111
Cleveland	340	Monteagle	273	Crossett	221
Columbia	190	Morristown	226	De Queen	278
Cookeville	287	Murfreesboro	233	Dermott	177
Covington	38	Nashville	209	DeWitt	116
Crossville	320	Newport	438	Dumas	149
Dayton	348	Oak Ridge	368	Earle	29
Dickson	174	Paris	134	El Dorado	238
Dresden	129	Pulaski	193	England	134
Dyersburg	76	Rogersville	455	Eudora	181
Fayetteville	223	Savannah	114	Fayetteville	318
Franklin	203	Sevierville	412	Fordyce	204
Gallatin	239	Sparta	307	Forrest City	47
Gatlinburg	433	Springfield	238	Fort Smith	286
Greeneville	457	Union City	111	Hamburg	205
Hohenwald	159	Waverly	161	Harrison	229
Huntingdon	119	Waynesboro	144	Heber Springs	132
Jackson	83	Whitehaven	10	Helena	74
Jamestown	335			Hope	246
Johnson City	487	<b>Arkansas</b>		Hot Springs	188
Kingsport	479	Arkadelphia	202	Jacksonville	127
Knoxville	387	Ashdown	305	Jonesboro	71
LaFollette	401	Batesville	119	Lake Village	173
Lawrenceburg	169	Benton	159	Little Rock	137
Lebanon	242	Bentonville	337	Lonoke	113

**\*Note:** The mileages between Memphis and other cities in Tennessee that are listed in red are based upon the Mileage Chart that appear in the Tennessee Official Tourism Map, prepared by the TN Department of Transportation, Planning Division. All other mileages are based upon the most recent data from Google Maps.

## Attachment 2, page 2 of 2

**Mileage between Memphis and Other Cities  
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(Contact the Fiscal Operations Office for Other States)**

<b>Arkansas (cont.)</b>		<b>Arkansas (cont.)</b>		<b>Mississippi (cont.)</b>	
<u>City</u>	<u>Mileage</u>	<u>City</u>	<u>Mileage</u>	<u>City</u>	<u>Mileage</u>
Magnolia	255	Walnut Ridge	93	Indianola	138
Malvern	180	Warren	190	Jackson	209
Marked Tree	40	West Memphis	9	Kosciusko	154
Marianna	59	Wynne	48	Laurel	263
Mena	268			Leland	143
McGehee	168	<b>Mississippi</b>		Long Beach	363
Morrilton	179	Aberdeen	150	Louisville	178
Nashville	262	Amory	143	McComb	288
Newport	91	Bay St. Louis	378	Meridian	231
Osceola	55	Biloxi	372	Moss Point	391
Ozark	250	Booneville	114	Natchez	297
Paragould	83	Brookhaven	264	New Albany	90
Paris	241	Canton	185	Ocean Springs	375
Piggott	106	Clarksdale	79	Oxford	84
Pine Bluff	147	Cleveland	117	Pascagoula	392
Pocahontas	108	Clinton	212	Petal	299
Prescott	231	Columbia	291	Philadelphia	194
Rogers	328	Columbus	179	Picayune	353
Russellville	205	Corinth	97	Southaven	13
Searcy	106	Greenville	152	Starkville	180
Siloam Springs	341	Greenwood	128	Tupelo	115
Stuttgart	110	Grenada	100	Vicksburg	224
Texarkana	278	Gulfport	367	West Point	162
Trumann	52	Hattiesburg	297	Winona	122
Van Buren	281	Holly Springs	50	Yazoo City	186