

PERSONNEL 3.0

Travel/Meals/Lodging Reimbursement for Non-State Employees -- 3.5

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Signature:



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POLICY

A Departmental Meeting/Conference/Other Request, PH 3969 Form, must be submitted to request approval for payment of meals, lodging, or in-state travel for non-state employees.

APPLICABILITY

This policy applies to all non-state employees and employees working under State of Tennessee Contracts.

PURPOSE

To facilitate payment of expenses for non-state employees who are providing a service at the request of a state employee.

PROCEDURE

Employees seeking payment of meals, lodging, and/or in-state travel for non-state employees must first receive approval from the appropriate supervisor prior to the non-state employee rendering the requested services. If approved, a PH 3969 Form must be submitted stating the purpose and date of the meeting or travel, justification of payment, the number of people involved, a list of the people traveling or attending the meeting and the approximate cost of the meal(s),

lodging, or travel and any other related expenses. It is important to use the words "approximate cost" so it will not be necessary to submit a second form if the total amount is more than originally requested. This request should be submitted 30 days in advance of travel date being requested.

The PH 3969 Form must be typed and sent to the Bureau Office for review and approval. Upon approval, the form will be forwarded to the Commissioner of Health for review and signature. The form will then be forwarded to the Commissioner of Finance and Administration for processing. A signed copy of the form will be returned to the Bureau Office if the request is approved. A copy will be forwarded to the person initiating the request.

After the cost has been incurred, the employee who initiated the request is responsible for ensuring that the non-state employee completes and signs a **Claim for Travel Expenses, FA-0080**, attaching all necessary receipts for travel expenses including transportation, meals and/or lodging. This form must be signed by the appropriate supervisor and sent, along with a signed copy of the PH 3969 Form, to the Bureau of Administrative Services. This form must be submitted no later than 30 days after the cost has been incurred. Claims submitted after this period must provide written explanation for the delay.

NECESSARY FORM

Claim for Travel Expenses, FA - 0080

Departmental Meeting/Conference/Other Request, PH 3969

REFERENCE DOCUMENT

Comprehensive Travel Regulations, Department of Finance and Administration

OFFICE OF PRIMARY RESPONSIBILITY

Human Resources Section, Bureau of Health Services, (615)741-7305