

UNIVERSITY OF TENNESSEE, KNOXVILLE CAMPUS POLICY

POLICY NO: **705** SUBJECT: KNOXVILLE CAMPUS SUPPLEMENTAL POLICY SUITES OR LUXURY ACCOMODATIONS

EFFECTIVE
June 2011

REVISION NO:

TOPICS:

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OBJECTIVE:

The objective of Fiscal Policy 705 is to provide policies and procedures on the allowance of travel expenditures. The policy provides guidance on lodging and allowable expenditures related to lodging.

POLICY:

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In addition to the policy outlined in Fiscal policy 705, the Knoxville campus requires Central prior approval on multi-room suites or luxury accommodations such as concierge-level. Lodging other than conference hotels, are subject to the Travel Reimbursement Rate Schedule which can be found in policy. However, expensive deluxe accommodations are not allowed unless the business purpose requires such an accommodation.

Procedures

When special circumstances warrant a particular business need, the traveler must submit a request in writing to the CBO or their designee. The request must include the traveler's name, dates of the trip, and the business purpose of the accommodation.

The request must be approved prior to the travel. If a free upgrade is allowed in which there are no additional costs to the University, the prior approval is not required.

Definition

Convention Industry Council Glossary defines suite as "Combination of interconnecting rooms generally containing a sitting room with a half-bathroom and one or more sleeping rooms."

Questions regarding the supplemental policy on Lodging should be directed to the Office of the Vice Chancellor for Finance and Administration 865-974-4204.