



**POLICY 07:01:00
TRAVEL REGULATIONS**

Please refer to Tennessee Board of Regents [Policy No. 4:03:03:00](#)

In keeping with TBR regulations, the following applies specifically to Pellissippi State Community College:

1. Standard Mileage Scale from Pellissippi State:

Blount Campus	24
Division Street Campus	14
Magnolia Ave Campus	20
Strawberry Plains	26
Gatlinburg	39
McGhee Tyson Airport	18
Morristown	41
Oak Ridge	6
Roane State	36
University of Tennessee	16
Blount Campus to Division Street Campus	23
Blount Campus to Magnolia Ave Campus	24
Division Street Campus to Magnolia Ave Campus	4
Strawberry Plains to Blount Campus	34
Strawberry Plains to Division Street Campus	14
Strawberry Plains to Magnolia Ave Campus	10
Atlanta	224
Chattanooga	113
Cookeville	109
Crossville	70
Johnson City	101
Memphis	388
Murfreesboro	159
Nashville	165

2. Local Travel

- A. Travel within a 100-mile radius of the employee's "official station" is considered local travel and does not require a travel request.
 - B. A receipt is required for local parking and airport parking regardless of the amount claimed.
3. For travel request and travel claim procedures, please refer to [Travel Processing Procedures](#).
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Approved: Executive Council, March 4, 1991
Approved: Executive Council, April 12, 1993
Approved: Executive Council, November 22, 1993
Editorial Changes, April 28, 1993
Reviewed/Recommended: President's Council, May 13, 1996
Approved: Allen G. Edwards, June 28, 1996
Approved: Allen G. Edwards, May 27, 1999
Approved: President Allen G. Edwards, August 5, 2002
Approved: President Allen G. Edwards, December 10, 2002
Approved: President Allen G. Edwards, August 2, 2004
Approved: President Allen G. Edwards, November 29, 2004
Reviewed/Recommended: President's Staff, February 19, 2007
Approved: President Allen G. Edwards, February 19, 2007
Editorial Changes, May 4, 2009, July 1, 2009
Approved: President L. Anthony Wise, Jr. October 31, 2011
Reviewed/Recommended President's Council, February 27, 2012
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Reviewed/Recommended: President's Council, March 4, 2019
Approved: President L. Anthony Wise, Jr., March 4, 2019