



AUDIT & BUSINESS COMMITTEE

December 4, 2025

Roaden University Center, Room 282

AGENDA

- I. Call to Order
- II. Approval of Minutes
- III. Financial Update & Composite Financial Index
- IV. FY2025-26 Revised Budget/Organizational Chart
- V. Tuition Transparency Act Report (T.C.A. § 49-7-1604)
- VI. Master Plan
- VII. Disclosed Projects
- VIII. University & Ag Foundation Agreement
- IX. TTU Policy 506 (General and Group Travel Policies)
- X. TTU Policy 511 (Payment of Student Fees and Enrollment)
- XI. TTU Policy 536 (Solicitation and Acceptance of Gifts)
- XII. Audit Plan Review and Approval
- XIII. Adjournment of Open Session and Call to Order of Non-Public Executive Session to Discuss Audits, Investigations, Litigation, and Matters Deemed Not Subject to Public Inspection Pursuant to T.C.A. § 4-35-108(b)(1)-(3)
- XIV. Adjournment



AUDIT & BUSINESS COMMITTEE

September 25, 2025

Roaden University Center, Room 282

MINUTES

Meeting was streamed live via link found on this web page:

<https://www.tntech.edu/board/meetings/>

AGENDA ITEM 1 – Call to Order

The Tennessee Tech Board of Trustees Audit & Business Committee met on September 25, 2025, in Roaden University Center Room 282. Chair Tom Jones called the meeting to order at 11:12 a.m.

Chair Jones asked Mr. Lee Wray, Secretary, to call the roll. The following members were present:

- Tom Jones
- Thomas Lynn
- Barry Wilmore

Other board members also in attendance were Michael Allen, Teresa Chasteen-Dunn, Trudy Harper, Fred Lowery, Garry McNabb, Rhedona Rose, Camron Rudd and Braxton Westbrook. A quorum was physically present. Tennessee Tech faculty, staff, and members of the public were also in attendance.

AGENDA ITEM 2 – Approval of Minutes

Chair Jones asked for approval of the minutes of the June 26, 2025, Audit & Business Committee meetings. Thomas Lynn moved to approve the minutes of the June 26, 2025, Audit & Business Committee. Barry Wilmore seconded the motion. Chair Jones asked for a voice vote. The motion carried unanimously.

AGENDA ITEM 3 – Financial Update

Dr. Stinson gave the committee an update on university finances including comparison of end-of-year budget to actual end-of-year expenditures and tuition and fee revenue projections based on fall 2025 semester enrollments. Also presented was the University educational and general debt and days of cash on hand as of June 30, 2025.

This was an informational item; therefore, no action was required.

AGENDA ITEM 4 – Capital Budget Update

The Capital Budget Update was presented for informational purposes only. Updates were provided to the Trustees through Diligent, and the item was available for discussion and questions.

This was an informational item; therefore, no action was required.

AGENDA ITEM 5 – Master Plan Amendment

Dr. Stinson presented amendment # 5 to include the acquisition of 505 East 15th Street to provide an opportunity to relocate the administrative offices of the Facilities Service Complex which are currently situated on the west side of campus.

Committee member Barry Wilmore left the meeting during the presentation. Per Policy 005, Board Committees, III.B.4, *The Board Chair shall serve as an ex officio member of all standing committees, entitled to vote.*

Thomas Lynn moved to send the master plan amendment to the Board for approval and to place it on the Board's regular agenda. Rhedona Rose seconded the motion. Lee Wray took a roll call vote. The motion carried unanimously.

AGENDA ITEM 6 – Organizational Chart Change

Dr. Stinson gave an overview of the crosswalk of organizational changes to include moving Career Development from Student Success to Academic Support and renaming the Women's Center to The Gretta Stanger Center.

Thomas Lynn moved to send the Organizational Chart Change to the Board for approval and to place it on the Board's regular agenda. Rhedona Rose seconded the motion. Lee Wray took a roll call vote. The motion carried unanimously.

AGENDA ITEM 7 – Performance Evaluation & Performance-Based Compensation

Kevin Vedder, Associate Vice President of Human Resources, presented an overview of FY2025 performance evaluation process. The criteria for non-faculty were Core Competencies (20%), Wings Up Way (20%) and Position-Specific Duties (60%). The criteria for faculty were based on teaching, advisement, administration, service/outreach, and research/scholarship/creative activity.

The performance-based salary increase was a 2.6 percent pool (0.6% allocated to classification and compensation study and 2% allocated for merit-based performance) based on the eligibility of faculty scores to be acceptable or better rating and staff scores to be meets expectations or better rating. Eligible employees must have been hired on or before December 31, 2024, and the employee not placed on a performance improvement plan during the fiscal year (July 1, 2024- June 30, 2025). The minimum individual increase was 1% with the maximum individual increase being 7%. Details of the distribution were provided.

This was an informational item; therefore, no action was required.

AGENDA ITEM 8 – Classification and Compensation Study Update

Kevin Vedder provided the key outcomes of the classification and compensation study. Information was provided showing the outcomes of moving to market median of each phase for faculty and staff broken down by college and staff level. He updated the Committee that Tennessee Tech was named to the 2025 “Best Places to Work in Tennessee” list by Best Companies Group and the Tennessee Society for Human Resources as well as ranking #67 by Forbes Magazine on their list of best employers in the state of Tennessee.

This was an informational item; therefore, no action was required.

AGENDA ITEM 9 – Tenure Upon Appointment Recommendations

Dr. Liu requested the tenure appointment of Dr. Steven Thomas, Dr. Shoaib Usman, and Dr. KeKe Wu who were hired after the June 2025 Board meeting. Dr. Steven Thomas was hired as Chair/Professor for the Department of English. Dr. Shoaib Usman was hired as Professor for the Department of Mechanical and Nuclear Engineering. Dr. KeKe Wu was hired as Associate Dean for the College of Business. Recommendation for tenure for each of these individuals was supported by their respective department faculty, college dean, and the provost. Supporting documents were provided in Diligent.

Thomas Lynn moved to send the master plan amendment to the Board for approval and to place it on the Board’s regular agenda. Rhedona Rose seconded the motion. Lee Wray took a roll call vote. The motion carried unanimously.

AGENDA ITEM 10 – Internal Audit Plan Review

Amy Wilegus reported that the quarterly Internal Audit Plan Update was available in Diligent.

This was an informational item; therefore, no action was required.

AGENDA ITEM 11– Adjournment of Open Session & Call to Order on Non-Public Executive Session

There being no further business, the meeting adjourned at 12:02 p.m. After a short break, the Non-Public Executive Session began at 12:07 p.m. Trustees and Administration were present at the meeting.

AGENDA ITEM 12 – Adjournment

There being no further business, the Non-Public Executive Session adjourned at 12:32 p.m.

Approved,

Lee Wray, Secretary



Agenda Item Summary

Date: December 4, 2025

Agenda Item: Financial Update & Composite Financial Index

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Review

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Action

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No action required

PRESENTERS: Emily Wheeler, Associate Vice President for Business and Fiscal Affairs

PURPOSE & KEY POINTS: Update on financial outcome for Fiscal Year 2024-25 with comparative data from Fiscal Year 2023-24.

The Statement of Revenues, Expenses and Changes in Net Position is a summary of the operating activities that occurred during Fiscal Year 2025. This Statement includes all University's operating activities – education & general, auxiliary operations, and activities supported by restricted funds. Activities supported by restricted funds primarily include research grants and student financial aid. Auxiliary operations primarily include housing, dining, vending and bookstore activities.

Although the University is dependent upon state appropriations and gifts to fund educational and general operations, under Governmental Accounting Standards Board (GASB) these funding sources are reported as nonoperating revenues. As a result, the University reports an excess of operating expenses over operating revenues, resulting in an operating loss. The "increase in net position" is more indicative of overall financial results for the year.

The Composite Financial Index is a national measure for the overall financial health of higher education institutions. The "expected level" is a national guide for where an institution's CFI should fall for the institution to take advantage of opportunities that become available. The "watch level" is an indicator of financial stress for the institution.



Agenda Item Summary

Date: December 4, 2025

Agenda Item: FY2025-26 Revised Budget/Organizational Chart

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Review

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Action

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No action required

PRESENTERS: Dr. Claire Stinson, Sr. Vice President for Planning & Finance

PURPOSE & KEY POINTS: Review recommendation and approval of Tennessee Tech’s 2025-26 Revised Budget and Organizational Chart.

Revised Budget reflects revenue based on fall semester actual enrollments. Special fees unspent from FY2024-25 and other encumbrances from FY2024-25 are included in the revised budget as one-time expense budget increase.

The revised budget includes budget line items for Educational & General (E & G) revenues and expenses for the University’s major operations and Auxiliary Enterprise revenues and expenses. This budget also includes mandatory transfers which are resources set aside to service debt for the fiscal year. Non-mandatory transfers included in the budget are resources transferred to reserves and plant funds at the University’s discretion.

Definitions for Budget Cycles, Revenue Categories, Expense Categories

Actuals FY2024-25: This data reflects how the FY2024-25 ended. This data is used for preparation of the University's financial statements. Unspent resources at end-of-year are either included in the beginning fund balance of the Revised Budget or, in the case of special fees and research related obligations, re-budgeted into the departments.

Proposed Budget FY2025-26: The Proposed Budget is our original budget (operating plan) to begin the new fiscal year. This budget includes only recurring revenue and expense items. The Proposed Budget revenues are based on estimated fall semester enrollments and generally include any new State appropriations the University expects to receive. New cost increases that create ongoing obligations are included in the Proposed Budget.

Revised Budget FY2025-26: This budget is the first revision to our Proposed Budget. The Revised Budget reflects revenue estimates based on actual fall enrollments. Expense budgets are increased for any unspent resources (carryforwards) from the prior fiscal year, FY2024-25.

Educational & General (E&G) Revenues: These are unrestricted resources that can be used for anything within the mission of the University.

E&G Expenses by Budget Category: Expenses are shown by functional classification. These categories show how expenses are budgeted for the different functions of the University.

E&G Expenses by Natural Classification: Expenses are shown by type of expenses, e.g., salaries and wages, fringe benefits, travel, etc.

Auxiliary Budget Summary: Budgets for activities such as housing, foodservices, recreation center, that must operate at a profit or at least breakeven point.

Mandatory Transfers: Transfers for annual debt service obligations.

Non-Mandatory Transfers: Transfers for University funded capital projects (Unexpended Plant) and renewal and replacement funds for major maintenance and equipment replacement including technology hardware and software.

Budget Summary and Budget Analysis

The complete Budget Summary and Budget Analysis documents can be viewed on the Budget, Planning, Reporting and Analysis website:

Direct Link to document – **Summary**:

https://www.tntech.edu/businessoffice/pdf/budget/Final-October-Summary-Book_FY2025-2026.pdf

Direct Link to document – **Analysis**:

https://www.tntech.edu/businessoffice/pdf/budget/Final-October-Analysis-Book_FY2025-2026.pdf

Historical Budget documents (FY2011 through FY2025):

Budget **Summary** and **Analysis**: <https://www.tntech.edu/businessoffice/bpra/budgetary-info.php>

E&G Revenues - Proposed Budget FY2025-26 & Revised Budget FY2025-26

	Proposed Budget FY2025-26		Revised Budget FY2025-26	
Tuition and Fees	\$	116,985,600	\$	120,787,900
State Appropriations	\$	89,295,300	\$	89,970,600
Contracts and IDC	\$	2,881,300	\$	3,064,400
Sales and Services Educational	\$	1,191,400	\$	1,191,900
Other Activities (incl Athletic Student Fee)	\$	10,412,800	\$	10,756,200
Total Revenues	\$	220,766,400	\$	225,771,000

E&G Expenses by Budget Category - Proposed Budget FY2025-26 & Revised Budget FY2025-26

	Proposed Budget FY2025-26		Revised Budget FY2025-26	
Instruction	\$	86,304,400	\$	101,265,800
Research	\$	4,803,200	\$	11,243,400
Public Service	\$	2,282,400	\$	4,042,500
Academic Service	\$	17,949,300	\$	21,724,200
Student Services	\$	26,856,500	\$	34,207,800
Institutional Support	\$	21,050,900	\$	22,445,100
Oper. & Maint. of Plant	\$	22,502,000	\$	23,793,500
Scholarships & Fellowships	\$	25,082,100	\$	26,460,600
Total Expenses	\$	206,830,800	\$	245,182,900

E&G Expenses by Natural Classification -Proposed Budget FY2025-25 & Revised Budget FY2025-26

	Proposed Budget FY2025-26		Revised Budget FY2025-26	
Salaries and Wages	\$	101,507,800	\$	108,665,900
Fringe Benefits	\$	40,070,600	\$	41,012,500
Travel	\$	2,179,400	\$	2,944,300
Operating & Utilities	\$	37,804,400	\$	65,807,600
Scholarships & Fellowships	\$	25,082,100	\$	26,460,600
Capital	\$	186,500	\$	292,000
Total Expenses	\$	206,830,800	\$	245,182,900

E&G Unrestricted Budget Summary - Proposed Budget FY2025-26 & Revised Budget FY2025-26

	Proposed Budget FY2025-26		Revised Budget FY2025-26	
Beginning Fund Balance	\$	8,058,602	\$	44,310,844
E&G Revenues	\$	220,766,400	\$	225,771,000
E&G Expenses	\$	(206,830,800)	\$	(245,182,900)
Mandatory Transfers	\$	(3,676,700)	\$	(3,676,700)
Non-mandatory Transfers	\$	(10,249,600)	\$	(13,105,400)
Ending Fund Balance	\$	8,067,902	\$	8,116,844

Auxiliary Budget Summary - Proposed Budget FY2025-26 & Revised Budget FY2025-26

	Proposed Budget FY2025-26		Revised Budget FY2025-26	
Beginning Fund Balance	\$	2,786,156	\$	1,182,156
Aux Revenues	\$	22,039,900	\$	22,404,200
Aux Expenses	\$	(11,243,600)	\$	(11,499,200)
Mandatory Transfers	\$	(7,032,200)	\$	(7,032,200)
Non-mandatory Transfers	\$	(3,724,500)	\$	(1,292,700)
Ending Fund Balance	\$	2,825,756	\$	3,762,256

TOTAL Budget Summary - Proposed Budget FY2025-26 & Revised Budget FY2025-26

	Proposed Budget FY2025-26		Revised Budget FY2025-26	
Beginning Fund Balance	\$	10,844,758	\$	45,493,000
Total Revenues	\$	242,806,300	\$	248,175,200
Total Expenses	\$	(218,074,400)	\$	(256,682,100)
Mandatory Transfers	\$	(10,708,900)	\$	(10,708,900)
Non-mandatory Transfers	\$	(13,974,100)	\$	(14,398,100)
Ending Fund Balance	\$	10,893,658	\$	11,879,100

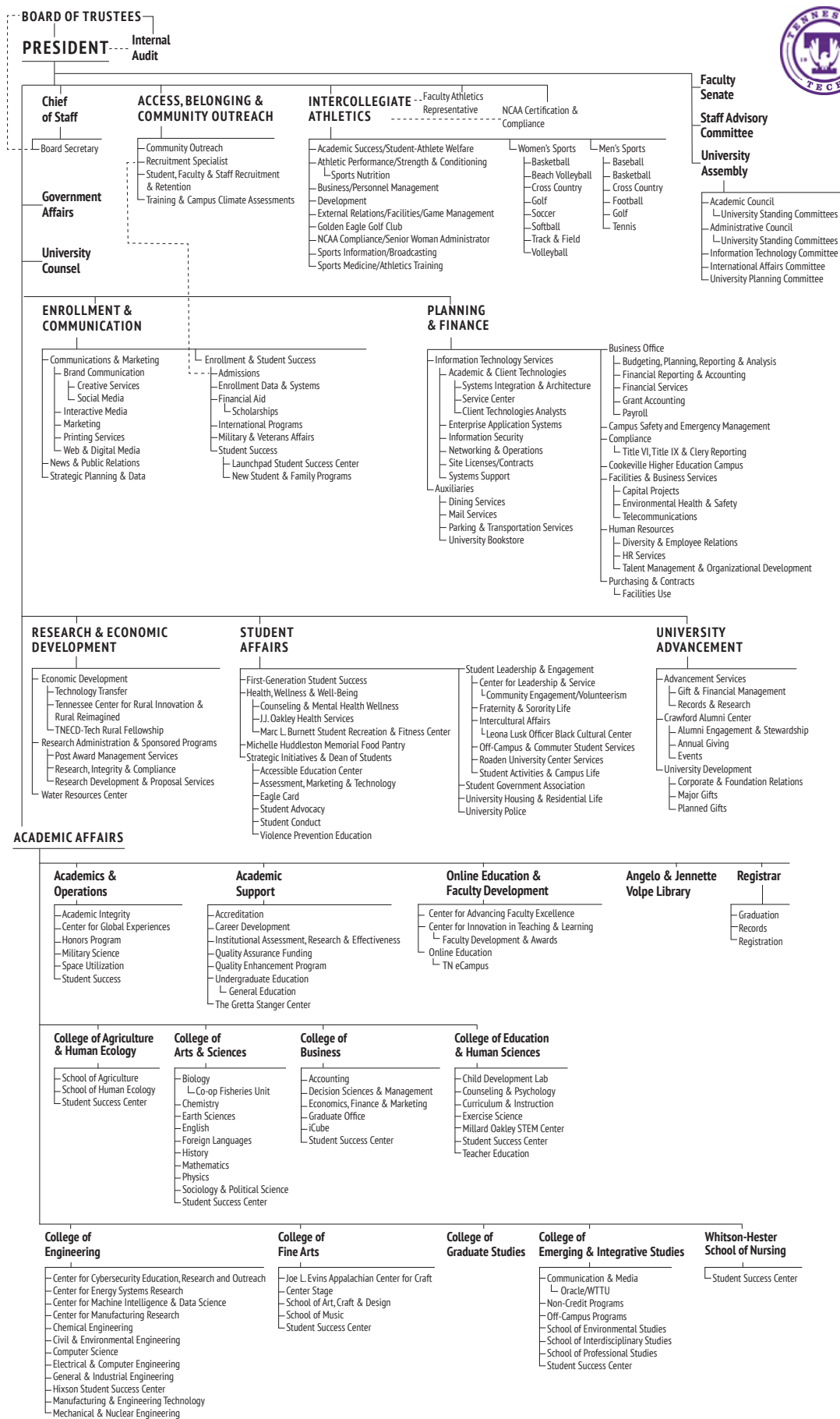
Breakdown of E&G Fund Balance - Proposed Budget FY2025-26 & Revised Budget FY2025-26

Proposed Budget FY2025-26			
	<u>Beginning Fund Balance</u>		<u>Ending Fund Balance</u>
Allocation for Encumbrances	\$ -	\$	-
Allocation for Working Capital	\$ 4,101,900	\$	4,101,900
Special Allocations*	\$ 6,742,862	\$	6,791,780
Unallocated Balance (due to rounding)	\$ -	\$	-
Total E&G Fund Balance	\$ 10,844,762	\$	10,893,680
*2% to 5% Reserve of E&G Revenues	\$ 6,742,862	\$	6,791,780
*Student Activity Fee	\$ -	\$	-
*Technology Access Fee	\$ -	\$	-
*Specialized Academic Fee	\$ -	\$	-
Total Special Allocations	\$ 6,742,862	\$	6,791,780

Revised Budget FY2025-26			
	<u>Beginning Fund Balance</u>		<u>Ending Fund Balance</u>
Allocation for Encumbrances	\$ 536,100	\$	-
Allocation for Working Capital	\$ 4,969,300	\$	4,969,300
Special Allocations*	\$ 42,923,074	\$	6,909,788
Unallocated Balance (due to rounding)	\$ (2,935,500)	\$	-
Total E&G Fund Balance	\$ 45,492,974	\$	11,879,088
*2% to 5% Reserve of E&G Revenues	\$ 41,525,863	\$	6,909,788
*Student Activity Fee	\$ -	\$	-
*Technology Access Fee	\$ 872,323	\$	-
*Specialized Academic Fee	\$ 524,888	\$	-
Total Special Allocations	\$ 42,923,074	\$	6,909,788

E&G Transfers - Proposed Budget FY2025-26 & Revised Budget FY2025-26

	Proposed Budget FY2025-26		Revised Budget FY2025-26	
Future Debt Payment	\$	499,074	\$	499,074
Debt Service Perf Contract	\$	-	\$	-
Debt Service Fitness Center	\$	1,670,000	\$	1,670,000
Debt Service Parking	\$	860,935	\$	860,935
Debt Service Lab Science Bldg	\$	646,673	\$	646,673
Debt Service Univ Center	\$	-	\$	-
Debt Service Eblen Center	\$	-	\$	-
Total Debt Service Transfers	\$	3,676,682	\$	3,676,682
Debt Service Fitness Center	\$	501,730	\$	445,980
Debt Service Univ Center	\$	89,460	\$	89,460
Debt Service Eblen Center	\$	196,810	\$	196,810
Debt Service Perf Contract	\$	113,000	\$	113,000
Facilities Development (fee)	\$	1,400,865	\$	1,651,115
Landscaping	\$	325,000	\$	325,000
Parking and Transportation	\$	489,596	\$	385,870
Various Academic Buildings	\$	345,890	\$	-
Extraordinary Maintenance	\$	650,000	\$	1,090,000
Wind Tunnel	\$	2,585,654	\$	988,224
Football Stadium	\$	607,993	\$	607,993
Small Projects	\$	-	\$	46,000
Total Unexp Plant Transfers	\$	7,305,998	\$	5,939,452
IT Computer Equipment	\$	577,110	\$	577,110
Electronic Upgrades	\$	350,000	\$	350,000
Equipment - Departments	\$	280,320	\$	430,320
ERP Replacement	\$	286,138	\$	-
Athletics			\$	-
Future Capital Match Requirements	\$	250,000	\$	5,808,504
Reserves	\$	1,200,000	\$	-
Total R&R Transfers	\$	2,943,568	\$	7,165,934
GRAND TOTAL All Transfers	\$	13,926,248	\$	16,782,068
			\$	-



Jan. 1, 2026



Office of the President

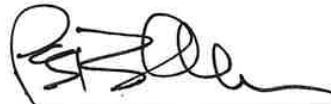
TENNESSEE TECH

November 17, 2025

Submitting on behalf of Tennessee Tech University (TTU) a crosswalk of organizational changes/updates with a proposed implementation date of January 1, 2026, as follows:

Access, Belonging & Community Outreach:

- Remove Diversity Funding Initiatives



Dr. Philip B. Oldham, President



Agenda Item Summary

Date: December 4, 2025

Agenda Item: Tuition Transparency Act Report (T.C.A. § 49-7-1604)

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Review



Action



No action required

PRESENTERS: Dr. Claire Stinson, Sr. Vice President for Planning & Finance

PURPOSE & KEY POINTS: By February 1 of each year, the Board is required to provide a report to the General Assembly with information regarding expenditures of revenues derived from any tuition and fees increase in the previous full academic year. The report must include how revenues were used, the effect on student financial aid, and the effect on the average total cost of attendance per student.

State of Tennessee
2018 Public Acts, Chapter 614
T.C.A § 49-7-1604

By February 1 of each year, each governing board shall provide a report to the office of legislative budget analysis, for distribution to the general assembly, with information regarding expenditures of revenues derived from any tuition and fees increase in the previous full academic year. The report shall include how revenues were used, the effect on student financial aid, and the effect on the average total cost of attendance per student.

Report Based on FY 2024-25 Financial Data

Tuition increase of 5.05% in Fall 2024 = \$4,186,802	
Effect on Average Cost of Attendance per student = \$273 per semester	
Effect on Student Financial Aid = None	
Use of Revenues	Dollars
University's 45% match of Salary Pool and Compensation Study	\$2,519,400
Faculty promotion	\$429,000
New faculty and staff positions	\$608,402
State Mandated Fee Waivers	\$630,000

Mandatory Fees increase of 5% in Fall 2024 = \$569,757	
Effect on Average Cost of Attendance per student = \$33 per semester	
Effect on Student Financial Aid = None	
To help fund development and renovations of student centric spaces	\$569,757



Agenda Item Summary

Date: December 4, 2025

Agenda Item: Master Plan

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Review

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Action

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No action required

PRESENTER(S): Dr. Claire Stinson, Sr. Vice President for Planning & Finance

PURPOSE & KEY POINTS:

Review and approval for the development of a comprehensive Landscape Master Plan that will guide the long-term design, maintenance, and enhancement of Tennessee Tech's outdoor spaces.



APPENDIX D
HARDSCAPE GUIDELINES

DESIGN GUIDELINES

HARDSCAPE GUIDELINES:

The Tennessee Tech hardscape design guidelines create consistency, promote unity, organize beauty and establish a cohesive framework that integrates paving, pathways, plazas, and outdoor furnishings into a unified visual and functional system. The guidelines begin by defining a consistent material palette for pavements, and seating areas, ensuring that all hardscape elements complement one another and reinforce the campus identity. Pathways should be organized into a clear hierarchy, with primary pedestrian routes connecting major campus zones and secondary paths leading to courtyards, gardens, and recreational areas. This hierarchy not only improves circulation but also creates visual order and intuitive wayfinding.

To promote unity, the design guidelines incorporate recurring design elements such as uniform lighting fixtures, coordinated benches, and standardized signage throughout the campus. Gathering spaces, including plazas and outdoor commons, should be strategically placed to serve as focal points for social interaction and campus events, while maintaining a consistent design language that ties them to surrounding pathways and green spaces. Materials and patterns should be selected to harmonize with the natural landscape, using textures and colors that complement seasonal plantings and enhance the sense of place.

Organizing beauty within the hardscape involves balancing functionality with aesthetics. Sustainability should also be embedded in the design, incorporating permeable pavements for stormwater management and durable, locally sourced materials to reduce environmental impact. By unifying these elements under a clear set of design principles, the hardscape design guidelines transforms exterior spaces into a cohesive, inviting, and visually appealing environment that reflects the university's identity and enhances the campus experience.

HARDSCAPE GUIDELINES: Table of Contents

PAVING:

- Concrete Walkway
- Heavy Duty Concrete
- Brick Paving
- Concrete Pavers
- Pervious Pavers
- Decomposed Granite
- Detectable Warning

STAIRS:

- Concrete Stairs

SITE WALLS:

- Brick Site Wall
- Skate Stop

SIGNS:

- Building
- Parking
- Directional

SITE FURNISHINGS:

- Tables and Chairs
- Benches
- Informal Seating
- Bike Racks
- Bollards
- Blue Light Phone
- Trash Receptacle

RAILS:

- Handrail
 - Historic
 - Contemporary
- Guardrail
 - Historic
 - Contemporary

FENCES:

- Standard Fence

LIGHTING:

- Pedestrian Pole Light
- Parking Area Light
- Uplight
- Signage Light

DESIGN GUIDELINES

CONCRETE PAVEMENT - Light Duty

To promote a cohesive, accessible, and sustainable pedestrian environment across campus, all walkways shall be designed with consistent materials, colors, and detailing. These pathways serve as vital connectors between academic buildings, residential areas, and campus amenities, and their design plays a key role in shaping the overall campus experience.

CONCRETE PAVEMENT - Heavy Duty

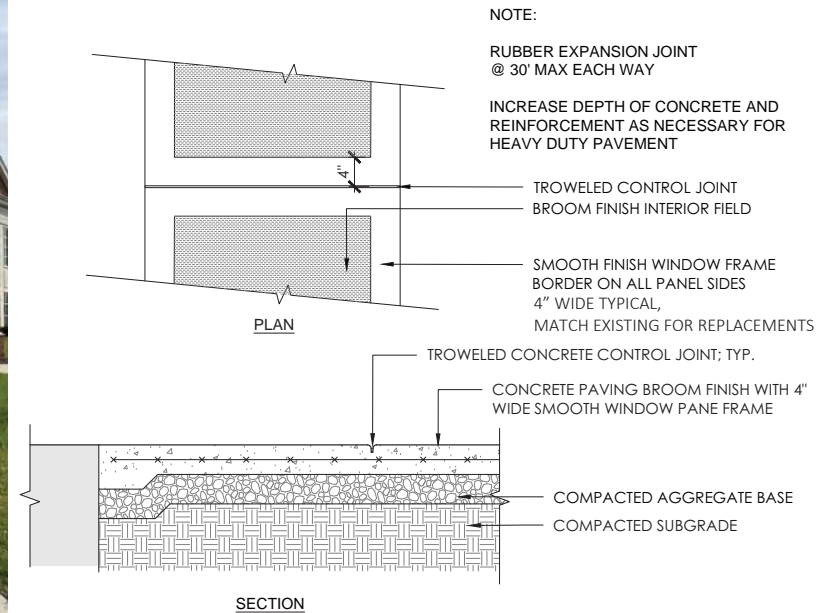
Heavy-duty concrete paving is used on campus in areas that require enhanced structural strength and long-term durability, such as service drives, loading zones, fire lanes, and maintenance access routes. Designed to withstand frequent vehicular traffic and heavy loads, this paving solution ensures reliable performance under demanding conditions. Its robust composition also supports low maintenance and longevity, making it a practical choice for infrastructure-critical zones. While primarily functional, heavy-duty concrete can be finished and detailed to align with campus aesthetics, ensuring it integrates seamlessly into the broader landscape design.



Typical Concrete Walkway

Color: Gray

Layout: Window Frame with Light Broom Finish

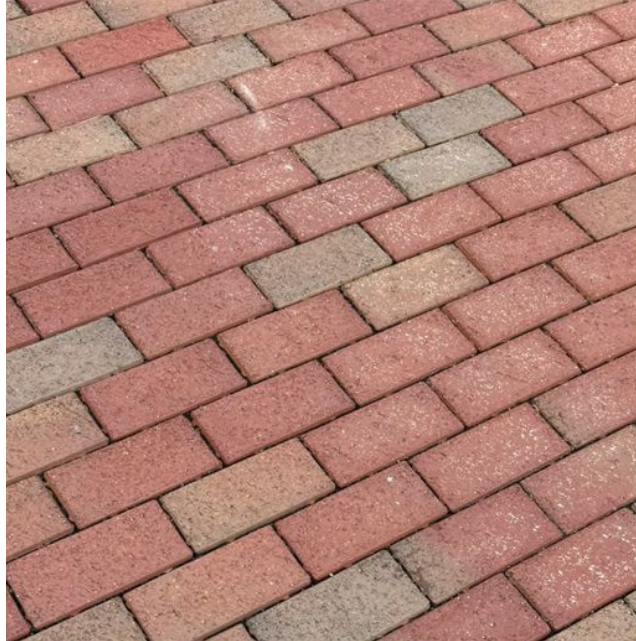


Typical Detail

DESIGN GUIDELINES

BRICK PAVING

Brick paving is used strategically across campus to signify areas of elevated importance, detail, and intentional design. These spaces, often serving as gathering points, pedestrian corridors, and collaborative zones, benefit from the warmth, texture, and timeless quality of clay brick, which enhances both functionality and aesthetic appeal.

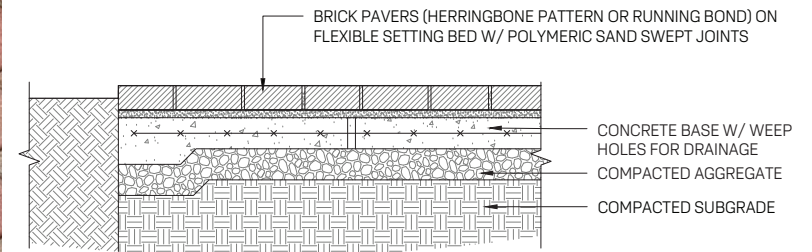


Typical Brick Paving

Color: Red Blend

Pattern: Running Bond or Herringbone

Brick Type: Clay Brick Paving with Beveled Edge

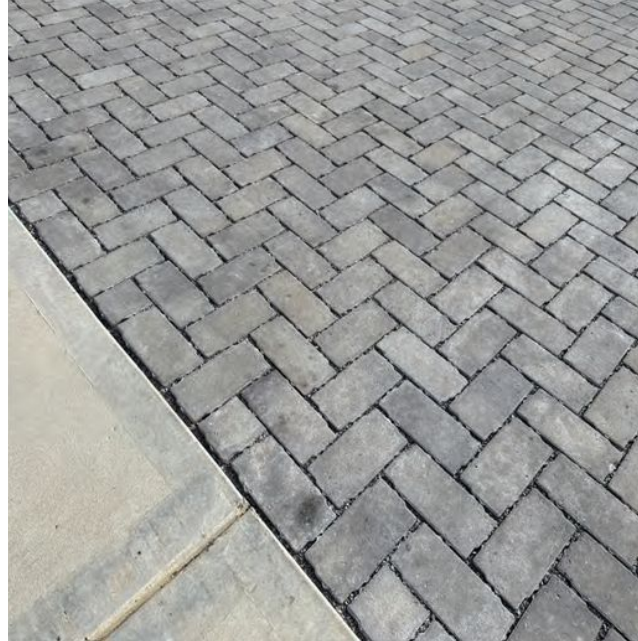


Typical Detail

DESIGN GUIDELINES

CONCRETE PAVERS

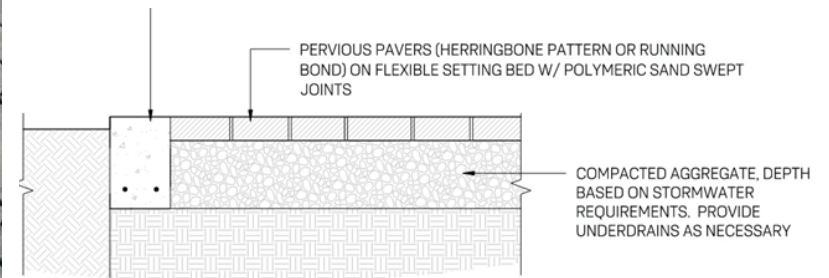
Concrete pavers offer a versatile and environmentally responsible solution for enhancing both the functionality and aesthetic quality of campus infrastructure. As stormwater regulations and sustainability goals continue to evolve, these systems provide an opportunity to transform traditionally utilitarian surfaces into high-performance, visually engaging spaces that support Tennessee Tech's commitment to ecological stewardship and design excellence.



Typical Concrete Pavers

Color: Gray

Pattern: Herringbone Field



Typical Detail

DESIGN GUIDELINES

DECOMPOSED GRANITE

Decomposed granite (DG) paving offers a natural, textured surface that enhances the character and usability of informal gathering spaces across campus. Its understated elegance and permeability make it an ideal material for areas with no cross-traffic and a focus on community engagement, relaxation, and outdoor interaction.

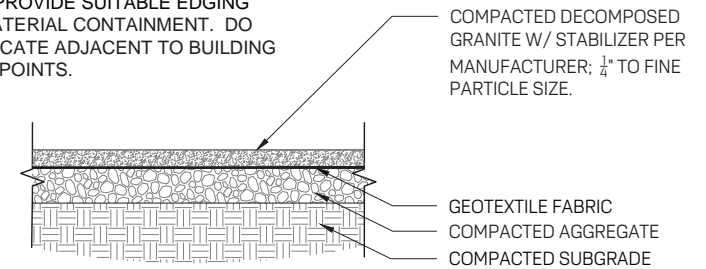


Typical Decomposed Granite

Color: Selected by Project

Edging: Concrete Border or Metal Edging

NOTE: PROVIDE SUITABLE EDGING FOR MATERIAL CONTAINMENT. DO NOT LOCATE ADJACENT TO BUILDING ENTRY POINTS.



Typical Detail

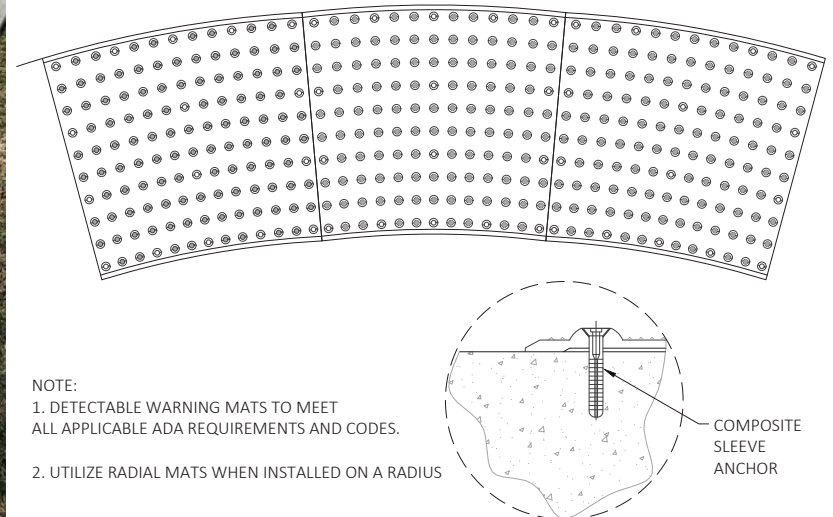
DESIGN GUIDELINES

DETECTABLE WARNING

Detectable warning strips are textured surfaces that help people with vision impairments identify changes in walking areas, like curb ramps or street crossings. They have raised bumps that can be felt underfoot or with a cane and are usually a bright color to stand out. These strips improve safety and accessibility while blending into the overall design of campus walkways.



Typical Detectable Warning
Color: Yellow



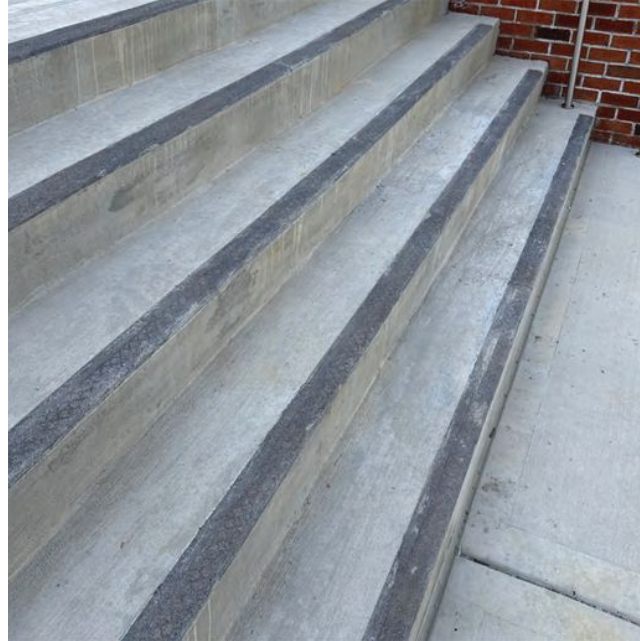
- NOTE:
1. DETECTABLE WARNING MATS TO MEET ALL APPLICABLE ADA REQUIREMENTS AND CODES.
 2. UTILIZE RADIAL MATS WHEN INSTALLED ON A RADIUS

Typical Detail

DESIGN GUIDELINES

STAIRS

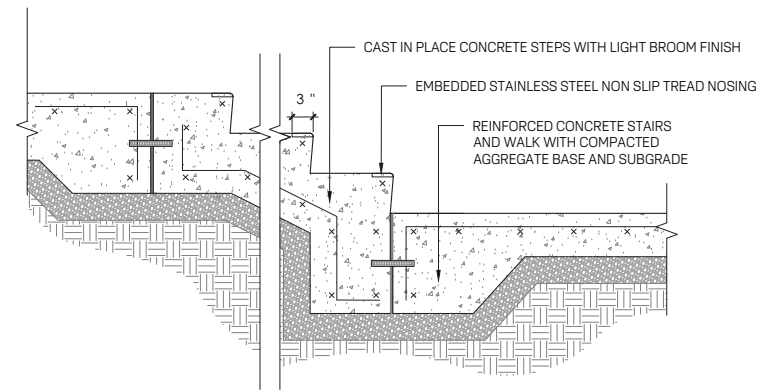
Concrete steps with a steel edge provide a durable and refined solution for campus environments, especially in high-traffic or outdoor areas. The concrete offers long-lasting strength, while the steel edging reinforces the step profile, protecting against wear and chipping over time. This combination enhances safety by improving visibility and traction, and adds a clean, modern detail that complements campus architecture. Ideal for building entrances, amphitheaters, and landscape transitions, these steps balance functionality with a polished appearance.



Typical Stair

Color: Gray with Light Broom Finish

Material: Concrete



Typical Detail

DESIGN GUIDELINES

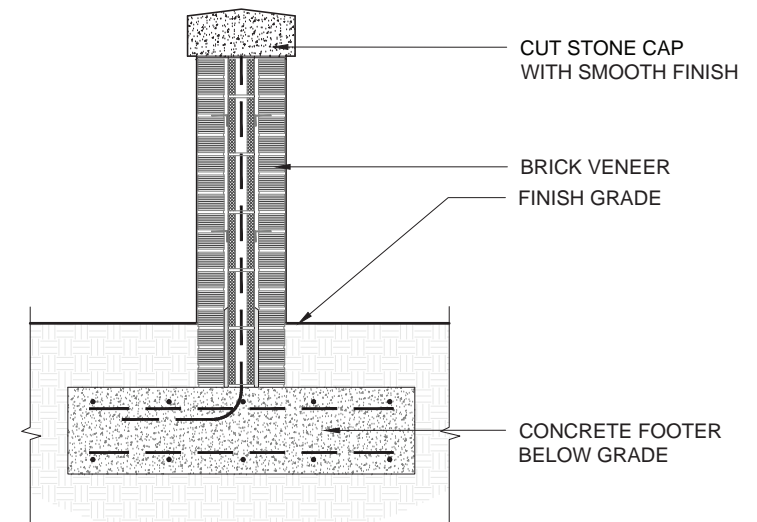
BRICK SITE WALLS

Brick seat walls with cut stone caps are elegant and functional landscape features commonly used on campus to define outdoor gathering areas, provide informal seating, and enhance architectural cohesion. Constructed with traditional clay brick, these walls offer warmth, texture, and visual continuity with surrounding buildings. The cut stone cap adds a refined finish, offering a smooth, durable surface for sitting while protecting the brickwork below from weathering. These seat walls are ideal for plazas, courtyards, and along walkways, where they contribute to both the usability and aesthetic quality of the campus environment. Their timeless design supports a welcoming, community-focused atmosphere.



Typical Brick Site Wall

Color: Red Brick Blend to Match Campus Architecture
Material: Cast Stone Cap with Brick Veneer Base



Typical Detail

DESIGN GUIDELINES

BOUNDARY FENCE

Aluminum decorative fencing provides a lightweight, durable, and visually appealing solution for campus boundaries, courtyards, and secure areas. Designed to mimic the look of traditional wrought iron while offering the benefits of rust resistance and low maintenance, aluminum fences are ideal for long-term outdoor use. Their ornamental detailing—such as finials, scrollwork, or custom post caps—adds architectural character and complements both historic and contemporary campus buildings. These fences offer security without compromising aesthetics, helping to define space while maintaining an open and welcoming campus atmosphere.

BRICK PIERS:

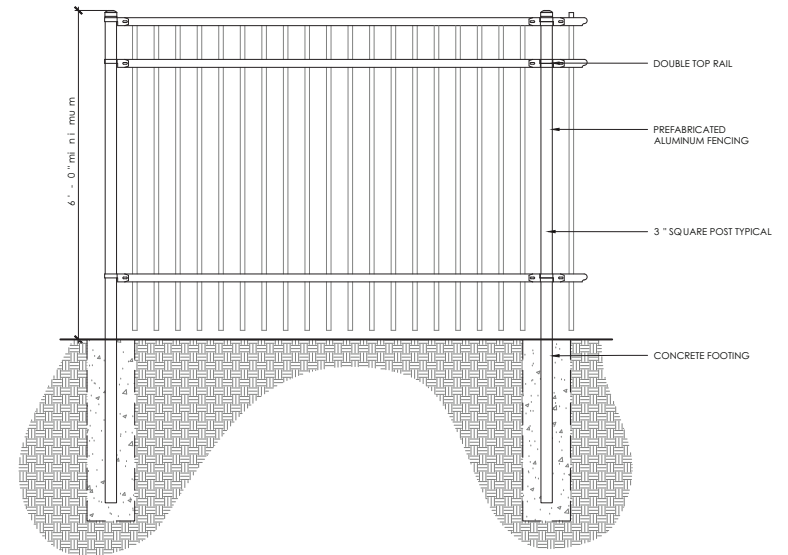
Brick piers can be used as an intermittent option along prominent fence sections provided they match the campus architecture.



Typical Boundary Fence

Color: Black Powdercoat

Material: Aluminum Prefabricated

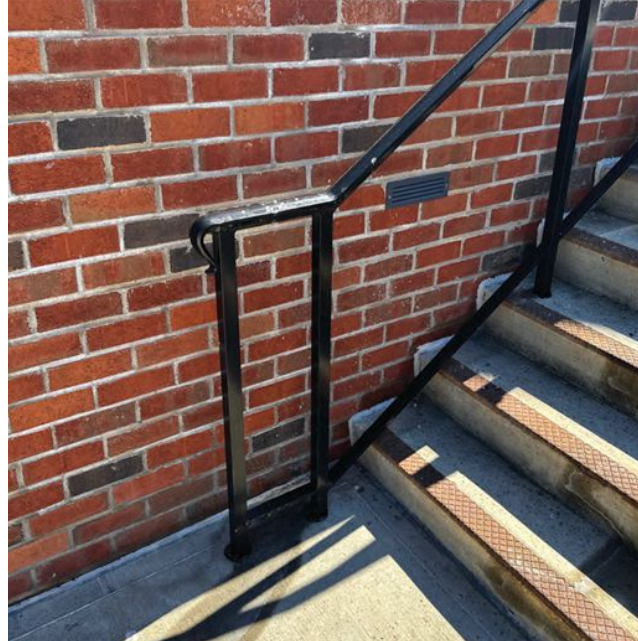


Typical Detail

DESIGN GUIDELINES

HANDRAIL, TRADITIONAL

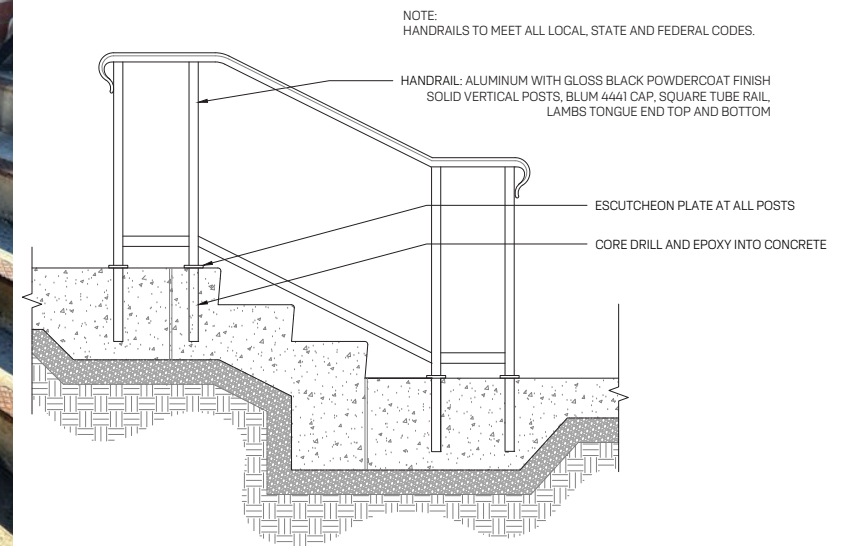
Traditional aluminum handrails with lamb's tongue end details offer a timeless and elegant solution for campus stairways, ramps, and accessible routes. Crafted from durable aluminum, these handrails provide long-lasting performance with minimal maintenance, while the lamb's tongue end detail—a graceful, curved termination—adds a refined architectural touch. This classic design not only enhances safety and accessibility but also contributes to the overall aesthetic of the campus, complementing both historic and contemporary buildings. The combination of strength, style, and craftsmanship makes these handrails a fitting choice for high-visibility areas where design and function must work together.



Typical Historic Handrails

Color: Powdercoated Black

Material: Custom Aluminum Fabricated



Typical Detail

DESIGN GUIDELINES

HANDRAIL, CONTEMPORARY

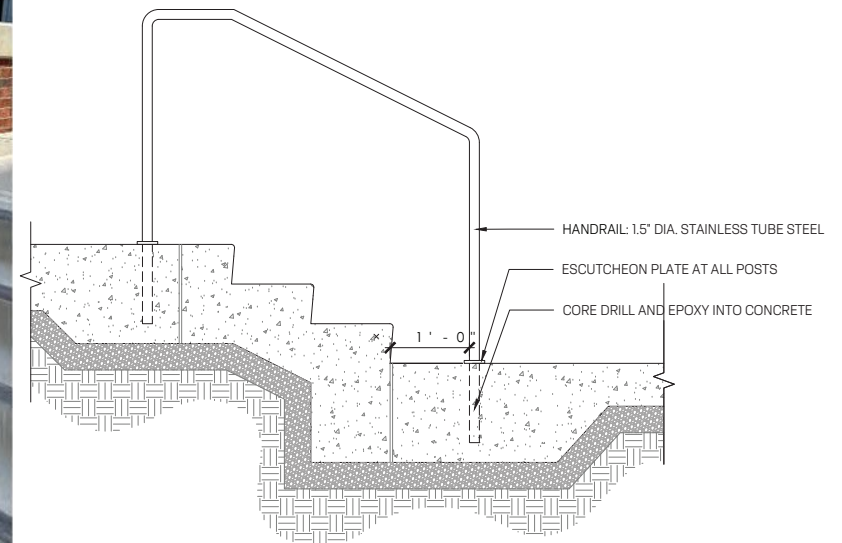
Contemporary stainless steel handrails offer a sleek, modern solution for campus environments, combining durability with minimalist design. Made from corrosion-resistant stainless steel, these handrails are ideal for both indoor and outdoor applications, including stairways, ramps, and elevated walkways. Their clean lines and polished or brushed finish complement a wide range of architectural styles, providing a refined look that enhances the overall aesthetic of the space. In addition to their visual appeal, stainless steel handrails are low-maintenance, long-lasting, and meet safety and accessibility standards, making them a practical and stylish choice for high-traffic campus areas.



Typical Contemporary Handrail

Color: Brushed Stainless Steel

Material: Custom Fabricated Steel

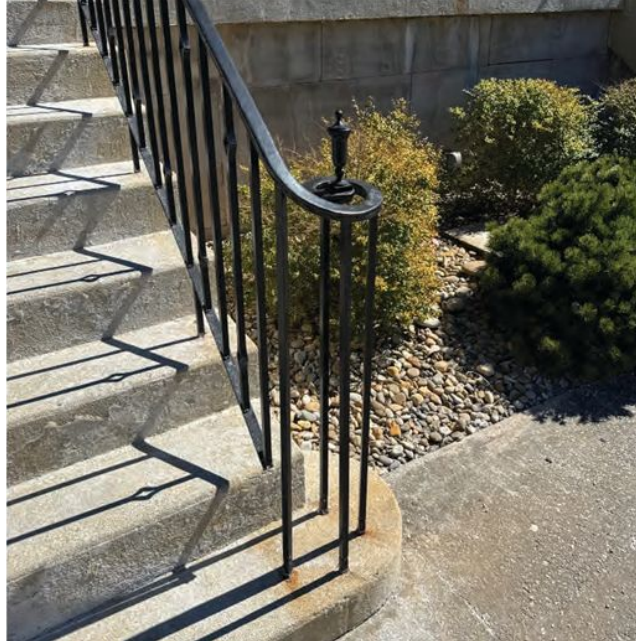


Typical Detail

DESIGN GUIDELINES

GUARDRAIL, HISTORIC

Matching existing historic metal handrails involves replicating the design, material, and craftsmanship of original handrails found on campus buildings or landscape features. These handrails are typically made from wrought iron or steel and feature traditional detailing such as scrollwork, decorative posts, and custom end treatments. When new handrails are required—whether for restoration, replacement, or expansion—they should be carefully designed to mirror the proportions, finishes, and stylistic elements of the historic originals. This approach preserves the architectural integrity of the campus, maintains visual continuity, and honors the craftsmanship of earlier eras while meeting current safety and accessibility standards.



Typical Historic Guardrail

Color: Painted Black

Material: Custom Fabricated Steel

Reproductions Should be Provided in Powdercoated Aluminum Whenever Possible

Design: Match Existing Building Rails while Maintaining Current Code Standards

DESIGN GUIDELINES

BUILDING SIGNS - SITE

Building signage has been standardized to create a cohesive and uniform visual identity across campus. This initiative reduces signage clutter, improves wayfinding, and reinforces the overall aesthetic of the university environment. By aligning signage design with campus guidelines, the result is a cleaner, more organized appearance that supports both functionality and institutional branding.

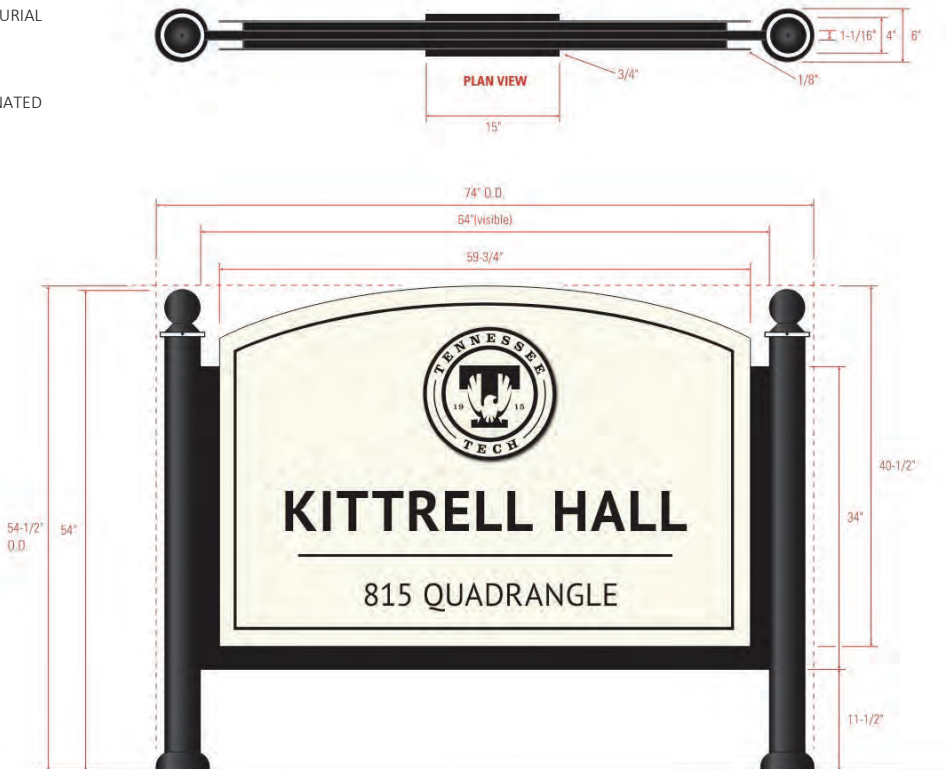
PLACEMENT:

Orient perpendicular to buildings.



SIGN DETAILS

POST: 4" BLACK ANODIZED, DIRECT BURIAL
CAP: 4" SPUN, SPHERE
DECORATIVE RINGS: CIRCULAR
ESCUTCHEONS: 6" DIAMETER
PANEL: DOUBLE SIDED, NON ILLUMINATED
FONT: PT SANS BOLD AND REGULAR
LOGO: RAISED 15" DIAMETER



DESIGN GUIDELINES

PARKING SIGN

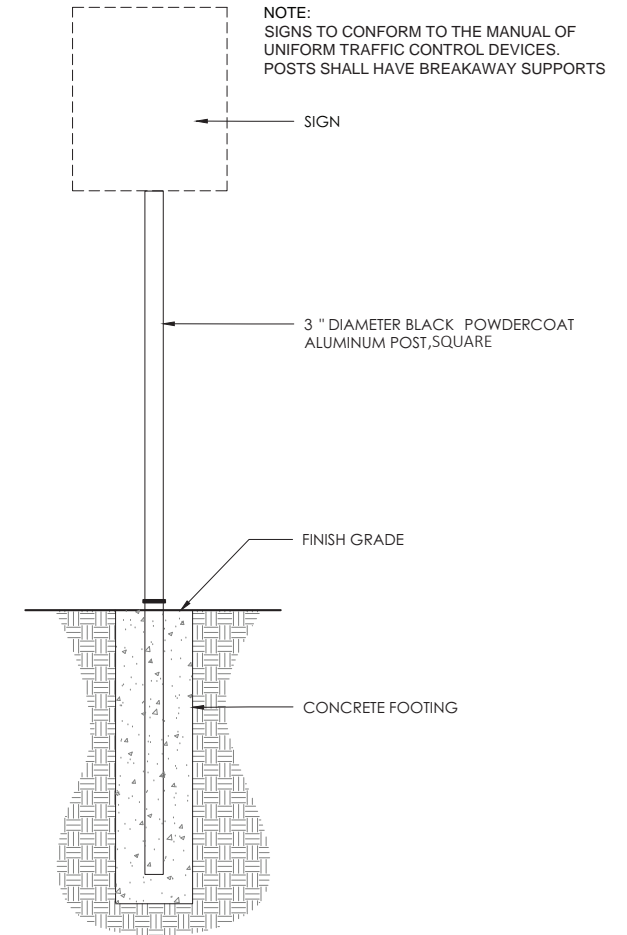
Consistent parking signage across campus helps reduce visual clutter and streamlines wayfinding, allowing greater focus on more prominent and meaningful campus elements. By standardizing design and placement, the university enhances the overall landscape experience while reinforcing clarity, order, and institutional identity.

LOCATIONS:

Parking Lot Identification, ADA Parking, Reserved Parking Locations, Loading Areas



Typical Parking Sign
Color: Varies, Black



Typical Detail

DESIGN GUIDELINES

STREET SIGN

Consistent vehicular directional signage enhances campus navigation while minimizing visual distractions. By standardizing design, placement, and messaging, the signage system allows greater focus on key campus elements such as architecture, landscape features, and gathering spaces. This clarity supports both functional movement and the overall aesthetic experience of the university environment.

PROPOSED STREET SIGNAGE:

- Clearview font, mixed upper and lowercase
- 6" high font (road speeds of less than 25 mph)
- Purple background, white border, gold teagle border
- Use TTU standard pantone colors

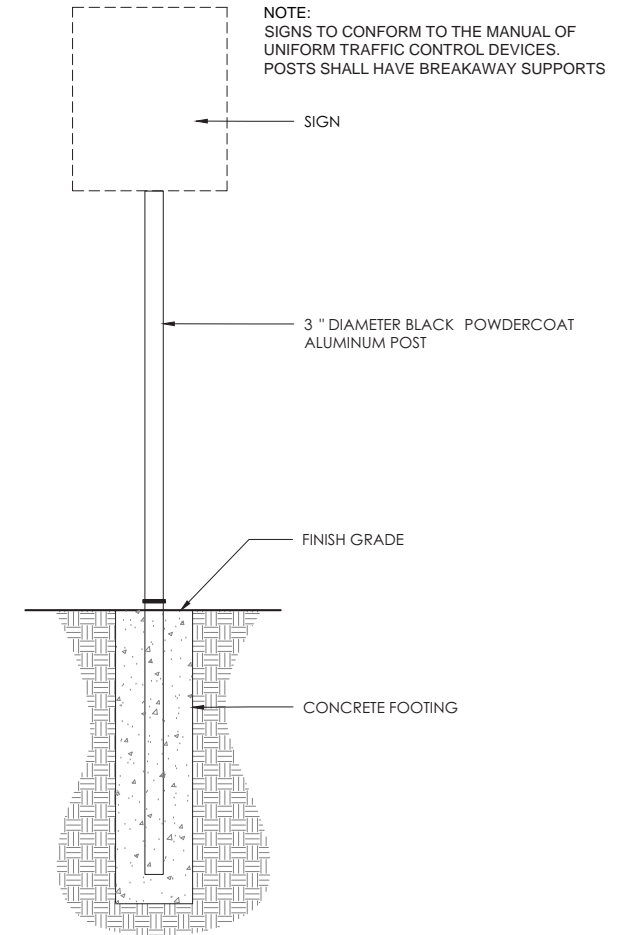
Primary Color Palette

Tennessee Tech Purple	Tennessee Tech Gold
<ul style="list-style-type: none"> • #58295 • PMS 2685 • CMYK: 80, 10, 10, 10 • RGB: 90, 40, 100 	<ul style="list-style-type: none"> • #FFD700 • PMS 108C • CMYK: 0, 100, 100, 0 • RGB: 255, 215, 0



Typical Directional Sign

Color:



Typical Detail

DESIGN GUIDELINES

SITE FURNISHINGS

To foster a welcoming, inclusive, and functional outdoor environment across campus, all seating installations shall adhere to a unified design approach that emphasizes variety, accessibility, and contextual integration. Seating areas are essential components of the campus landscape, supporting rest, social interaction, study, and reflection. As such, they must be thoughtfully designed to meet the diverse needs of students, faculty, staff, and visitors. Seating locations should provide a mix of surfaces from smooth to perforated to allow for user needs.



Typical Tables and Chairs

Color: Black



DESIGN GUIDELINES

BENCHES

Consistent campus benches with standardized mounting contribute to a unified and orderly landscape aesthetic. By aligning bench design, materials, and installation methods across campus, the university reduces visual clutter, simplifies maintenance, and reinforces a cohesive sense of place. Standard mounting also ensures durability, accessibility, and compatibility with surrounding hardscape and planting elements.



Typical Bench

Color: Black

Mount: Mount to Concret Pavement Anchor Locations

DESIGN GUIDELINES

INFORMAL SEATING

Accent seating should be incorporated throughout campus to provide variety, comfort, and choice for the campus community. These seating elements—such as sculptural benches, movable chairs, porch-style swings, or small café tables—can complement standard bench installations while introducing moments of character and flexibility.

Placed in courtyards, garden edges, quiet nooks, or near building entrances, accent seating encourages informal gathering, reflection, and spontaneous use. By diversifying seating types and styles, the campus landscape becomes more inclusive, engaging, and responsive to the everyday rhythms of student and faculty life.



Typical Informal Seating

Color: Varies -

DESIGN GUIDELINES

BIKE RACKS

Consistent use of uniform bike racks across campus enhances organization and maximizes available parking capacity. By standardizing rack design and placement, the university improves spatial efficiency, simplifies maintenance, and supports a more orderly and accessible cycling environment. This approach also contributes to a cohesive campus aesthetic while encouraging sustainable transportation.

REQUIREMENTS:

Provide quantities that meet TN HPBr Target LM3.2 for Bicycle Storage. Increase parking density at residential buildings as projects allow.



Typical Bike Rack

Color: Black

Install: Place Perpendicular to Building Face

DESIGN GUIDELINES

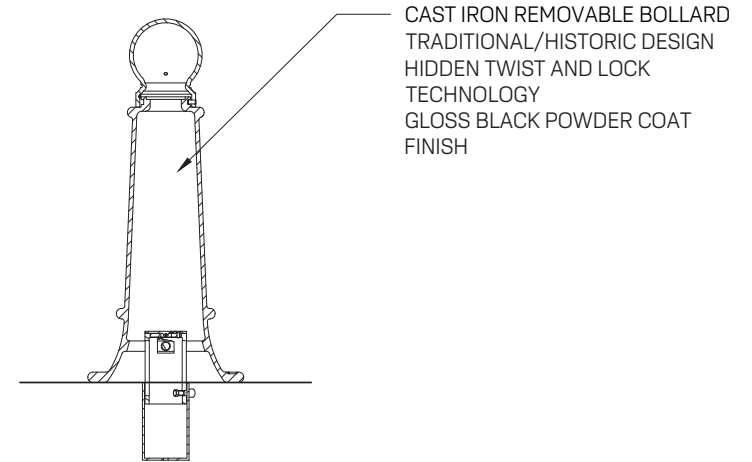
BOLLARD - Decorative

Removable decorative bollards are an effective tool for managing vehicular and pedestrian circulation while preserving flexibility for university operations. Their consistent use enhances campus aesthetics, defines boundaries, and improves safety—yet allows for temporary access when needed for maintenance, events, or emergency services. This dual functionality supports both visual cohesion and operational efficiency across the campus landscape.



Typical Bollard

Color: Black - Non Lighted



Typical Detail

DESIGN GUIDELINES

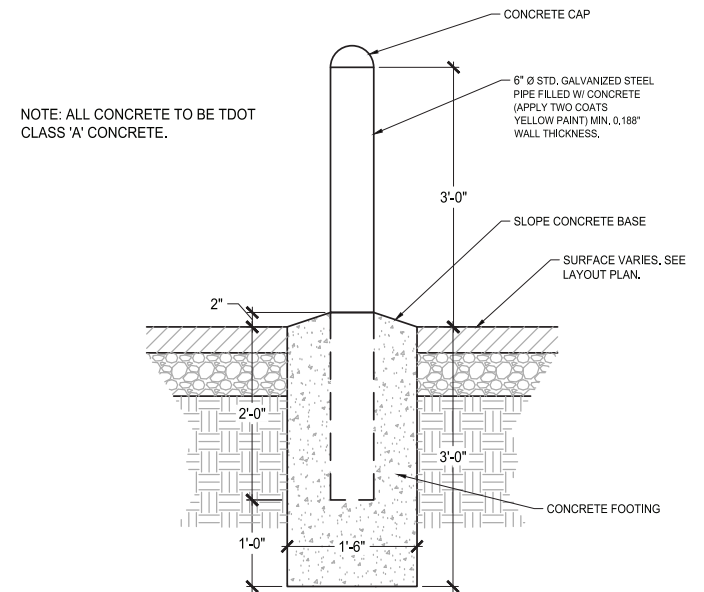
BOLLARD - Protective

To safeguard buildings and pedestrian areas from potential vehicular impact, protective-use bollards shall be installed at strategic locations where vehicle conflict is a concern. These bollards serve a dual purpose: providing robust physical protection while maintaining visual harmony with the surrounding built environment.



Typical Bollard

Color: Match Surrounding Architecture



Typical Detail

DESIGN GUIDELINES

BLUE LIGHT PHONE

Campus blue light phones serve as a vital physical connection between the campus community and university safety providers. Their bright yellow color ensures high visibility within the landscape, allowing quick identification in moments of urgency. Strategically placed throughout campus, these phones reinforce a sense of security and accessibility, supporting the university's commitment to safety and well-being.

PLACEMENT:

Verify with Campus Police for placement.



Typical Blue Light Phone

Color: Yellow

Connection: Copper Phone Line

Mount: Provide ADA Concrete Pathway

DESIGN GUIDELINES

TRASH RECEPTACLE

Consistent trash receptacles across campus establish a uniform approach to waste placement that supports both functionality and visual harmony. By standardizing design, color, and location, these receptacles blend seamlessly into the landscape, minimizing visual disruption and reinforcing the campus's overall aesthetic. This approach also simplifies maintenance and encourages responsible waste disposal.

LOCATIONS:

Required at every shuttle stop, parking and parking lot sidewalk entrance.

Provide higher density of receptacles at buildings providing food service and residence halls.



Typical Trash Receptacle

Color: BLACK

DESIGN GUIDELINES

PEDESTRIAN LIGHTING

Pedestrian pole lights serve as the primary source of pathway illumination across campus, ensuring safe and comfortable movement during evening hours. Their consistent light output, unified aesthetic, and ease of maintenance make them a critical component of the campus infrastructure. By standardizing fixture design and placement, the university reinforces visual cohesion, supports efficient upkeep, and enhances the overall nighttime experience for students, faculty, and visitors.



Typical Pedestrian Pole Light

HOLOPHANE
GVD3-P40-50K-MVOLT-MS-GL3LV-BK-EG-TBK-PR7
80W LED
EAGLE FINIAL



DESIGN GUIDELINES

PARKING AREA LIGHT

Parking area lights should be designed to ensure safety and security for users by providing adequate illumination across parking lots, drive aisles, and pedestrian paths. At the same time, fixtures must be selected and positioned to minimize light spill into adjacent buildings, residential areas, and natural landscapes. Shielded luminaires, controlled mounting heights, and thoughtful photometric planning help balance visibility with environmental sensitivity, supporting both campus functionality and community well-being.



Typical Parking Area Light

Color: BLACK

DESIGN GUIDELINES

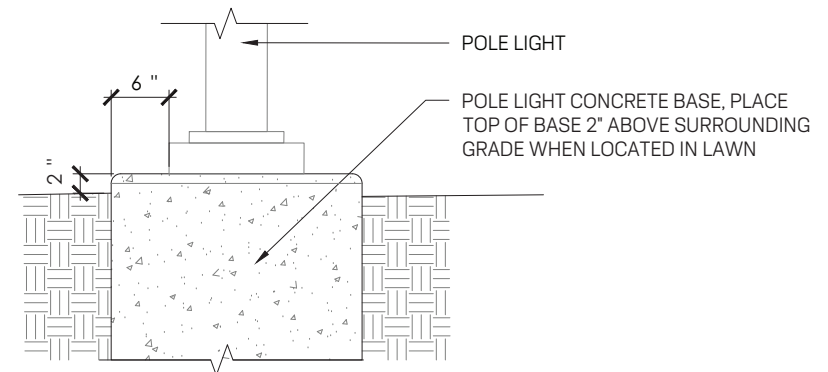
TYPICAL LIGHT POLE BASE

All light bases should be designed to remain minimally visible from public view, preserving the visual integrity of the campus landscape. At the same time, they must allow for regular maintenance access to ensure lighting systems remain functional and safe. This balance supports both aesthetic goals and operational efficiency, contributing to a clean, unobtrusive campus environment.



Typical Uplight

Color:



Typical Detail

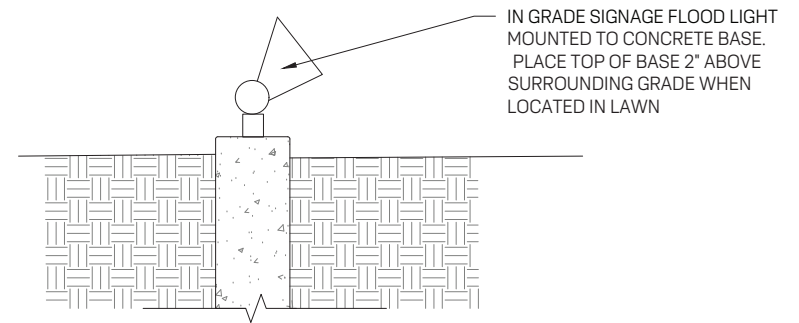
DESIGN GUIDELINES

SIGNAGE LIGHT

In-grade signage lights should be protected by a concrete base to ensure durability and ease of maintenance. This approach safeguards lighting infrastructure from damage while preserving the integrity of surrounding landscape elements. The concrete base provides a clean, unobtrusive transition between signage and ground plane.



Typical Signage Light
Color: BLACK



Typical Detail



DESIGN GUIDELINES

LANDSCAPE GUIDELINES:

Tennessee Tech University planting guidelines are informed by a comprehensive tree inventory, detailed comparison analysis, and strategic planting targets designed to sustain and enhance the campus's outdoor arboretum spaces. These guidelines prioritize biodiversity, ecological resilience, and aesthetic value, ensuring that new plantings replenish existing green spaces while maintaining harmony with the campus landscape.

By curating selections that provide visual and ecological interest throughout all four seasons—spring blossoms, summer foliage, autumn color, and winter structure—we aim to create a dynamic and engaging environment for students, faculty, and visitors. This approach reflects our commitment to long-term sustainability, educational enrichment, and the preservation of our campus as a living arboretum.



DESIGN GUIDELINES

TREE INVENTORY - TTU Existing Inventory



DESIGN GUIDELINES

TREE INVENTORY - Tree Size

- TREE - LARGE (<25' HEIGHT)
- TREE - MEDIUM (15'-25' HEIGHT)
- TREE - SMALL (>15' HEIGHT)



DESIGN GUIDELINES

TREE INVENTORY - Evergreen / Deciduous

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS

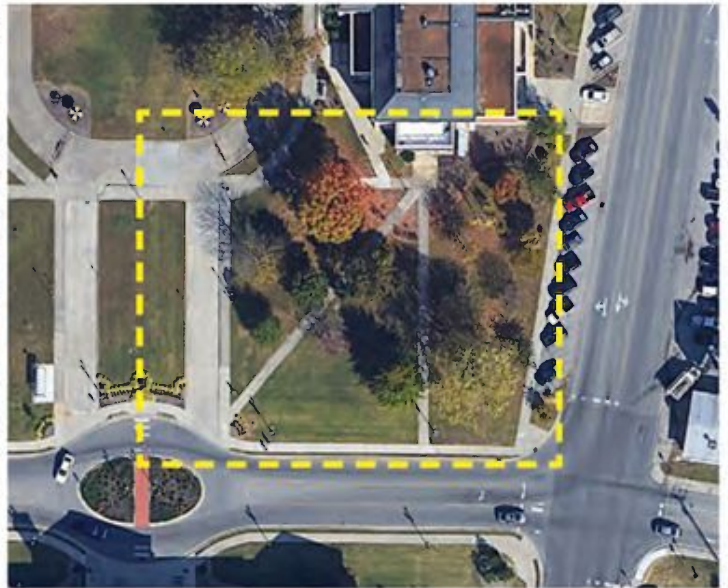


DESIGN GUIDELINES

TREE INVENTORY - Trees Per Acre (TPA)



THE QUAD - North End
31.25 TPA (1.28ac / 41 trees) - Majority Canopy Trees



THE QUAD - South End
32.25 TPA (.62ac / 20 trees) - Majority Canopy Trees

DESIGN GUIDELINES

TREE ANALYSIS - Campus Improvement Zones

The campus tree inventory has enabled the landscape to be organized into five distinct zones of planting intensity, each reflecting a different level of urgency, opportunity, and strategic focus:

CAMPUS LANDSCAPE LEGEND:

LEVEL 1 - Succession Planting

Successional Planting Zones: These encompass historic and well-established areas of campus where the primary goal is to preserve existing canopy and gradually expand coverage. Tree replacement and maintenance are carefully managed to uphold landscape character and continuity.

LEVEL 2 - Current or Recent Improvements

Current Improvement Zones: These areas include new and recently completed capital projects. Plantings here are designed to reinforce recent development and align with updated landscape guidelines.

LEVEL 3 - Future Improvement Zones

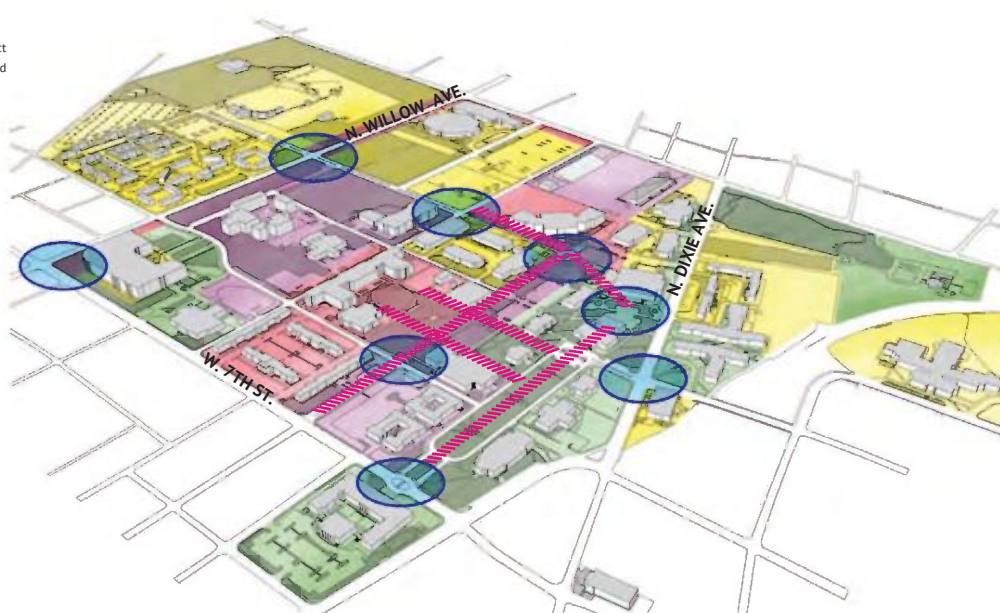
Future Improvement Zones: Representing lower-priority areas, these zones offer long-term opportunities for canopy enhancement. Planting strategies may involve slower implementation rates and smaller tree selections to allow for gradual growth.

LEVEL 4 - Priority Improvement Zones

Priority Zones: These are high-impact areas where targeted tree planting can quickly improve canopy coverage and visual identity. Due to their visibility and strategic location, they are central to near-term landscape goals.

LEVEL 5 - Intense Improvement Zones

Intense Improvement Zones: These zones require specialized landscape interventions, often tied to unique site conditions or signature campus projects. Tree planting in these areas is highly curated to achieve specific design or functional outcomes.



This zoned approach supports a phased and intentional strategy for campus canopy enhancement, balancing preservation, growth, and visual cohesion across the university landscape.

DESIGN GUIDELINES

TREE ANALYSIS - Campus Improvement Zones

LEGEND:

PURPLE

P1 - 7.58 acres

P2 - 11.15 acres

P3 - 18.97 acres

GREEN

G1 - 12.36 acres

G2 - 2.74 acres

G3 - 15.54 acres

G4 - 5.38 acres

YELLOW

Y1 - 9.74 acres

Y2 - 5.41 acres

Y3 - .57 acres

Y4 - .75 acres

Y5 - 20.60 acres

Y6 - 74.00 acres

RED

R1 - 6.82 acres

R2 - 3.37 acres

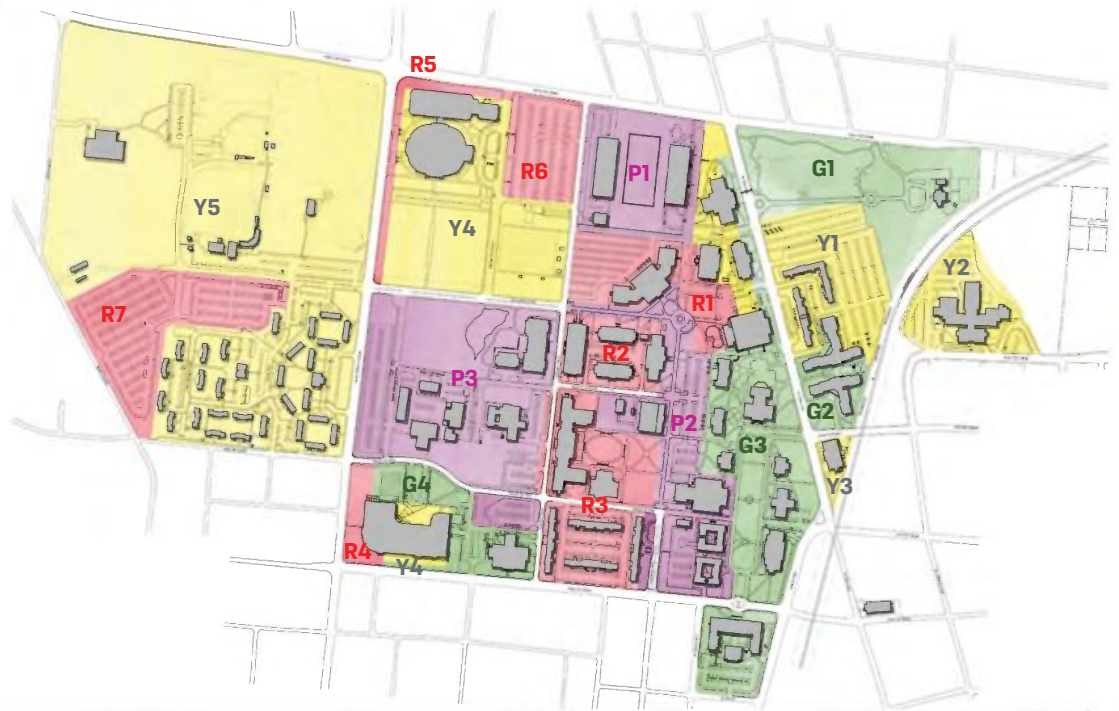
R3 - 9.06 acres

R4 - 1.27 acres

R5 - 1.56 acres

R6 - 5.00 acres

R7 - 10.6 acres



DESIGN GUIDELINES

TREE ANALYSIS - Target Zone Calculations

CAMPUS TREE TARGETS

Target Tree Density	3,952 Trees
Current Inventory	1,630 Trees
Proposed Additions	2,322 Trees

TREE CANOPY BUILDOUT

10 Year Target	348 Trees per Year
15 Year Target	232 Trees per Year
20 Year Target	175 Trees per Year

- Propose 50% over plant for die back

CAMPUS OPEN SPACE PLANTING TARGETS

Updated 9.25.25

PRIORITY AREA	ACREAGE (without building)	PARKING and ATHLETICS AREA (acres)	OPEN SPACE (acres)	AREA TREES (Open Space Target 30 per acre)	AREA TREES (Parking Target 10 per acre)	SMALL & MEDIUM TREES (Area Totals)	CANOPY TREES (Area Totals)	EXISTING TREES (Tree Totals)	SMALL & MEDIUM TREES (Proposed Planting)	CANOPY TREES (Proposed Planting)	PROPOSED TREES (Tree Totals)
P1	7.58	0.84	6.74	202.2	6.4	0	13	13	69.16	128.44	197.6
P2	11.15	1.83	9.32	279.6	18.3	102	86	188	38.465	71.435	109.9
P3	18.97	6.39	12.58	377.4	63.9	63	78	141	105.105	195.195	300.3
G1	12.36		12.36	370.8	0	5	68	73	104.23	193.57	297.8
G2	2.74		2.74	82.2	0	13	33	46	12.67	23.53	36.2
G3	15.54	2.31	13.23	396.9	23.1	179	167	346	25.9	48.1	74
G4	6.13	0.63	5.5	165	6.3	23	52	75	33.705	62.595	96.3
Y1	9.74	6.49	3.25	97.5	64.9	3	9	12	52.64	97.76	150.4
Y2	5.41	3.6	1.81	54.3	36	2	9	11	27.755	51.545	79.3
Y3	0.57	0.3	0.27	8.1	3	0	0	0	3.885	7.215	11.1
Y4	15.6	14.15	1.45	43.5	141.5	11	39	50	47.25	87.75	135
Y5	63.4	45.37	18.03	540.9	453.7	165	343	508	170.31	316.29	486.6
R1	6.82	4.17	2.65	79.5	41.7	15	3	18	36.12	67.08	103.2
R2	3.37	0.7	2.67	80.1	7	9	51	60	9.485	17.615	27.1
R3	9.06	2.47	6.59	197.7	24.7	43	17	60	56.84	105.56	162.4
R4	1.27		1.27	38.1	0	1	3	4	11.935	22.165	34.1
R5	1.56		1.56	46.8	0	0	0	0	16.38	30.42	46.8
R6	5		5	50	50	15	0	15	12.25	22.75	35
R7	10.6		10.6	106	106	10	0	10	33.6	62.4	96
				3060.6	892.5	659	971	1630	821.835	1526.265	2348.1
				Campus Open Space Trees	Campus Parking Trees			Existing Campus Trees	Small Medium Target	Canopy Target	Total Target Trees

CAMPUS TARGETS:

30 Trees Per Acre in Open Space Areas
65% Minimum Canopy Tree per Acre

10 Trees Per Acre for Parking Lot Locations

CAMPUS TREE TARGET

EXISTING CAMPUS TREES

PROPOSED TREE ADDITIONS

DESIGN GUIDELINES

TREE ANALYSIS - Target Zone Calculations

Following a comprehensive analysis of the campus tree inventory, along with multiple site tours and stakeholder meetings, two distinct sets of planting guidelines have been developed: one for new or capital projects, and another for existing campus spaces. Both are designed to support the university's goal of achieving a target density of 30 trees per acre while allowing more flexibility in existing spaces.

Existing Campus Areas can accommodate a broader mix of tree varieties, including select non-native species, to meet ongoing planting needs and support long-term canopy enhancement across the campus.

EXISTING CAMPUS - Per Acre Targets

30 Trees Per Acre - General Campus Area

- 65% Canopy Trees - Staple Trees, Campus Canopy Sustainability
 - 60% Native
 - 25% Evergreen

- Up to 35% Medium and Small Trees - Variety and Color, Shorter Term
 - 50% Native
 - 20% Evergreen

- Shrub Layer - As Needed to Screen Existing Elements
 - Parking Lot Boundary Screening
 - Mechanical Unit Screening

10 Trees Per Acre - Parking Lot Areas

Canopy Trees at 30' on center around Perimeter

New Campus Projects adhere to stricter quantity targets—particularly regarding tree counts and distribution within the guidelines.

NEW PROJECTS - Per Acre Targets

30 Trees Per Acre - General Campus Area

- 65% Canopy Trees Minimum - Staple Trees, Campus Canopy Sustainability
 - 60% Native
 - 25% Evergreen

- Up to 35% Medium and Small Trees - Variety and Color, Shorter Term
 - 50% Native
 - 20% Evergreen

10 Trees Per Acre - Parking Lot Areas

- Canopy Trees at 30' on center around Perimeter

- Foundation Shrub Planting

60% of Building with Shrub Layer Minimum

§ Focus Planting on Public Entrances and Areas exposed to Streets

- Screen Planting

Screen Mechanical and Operational areas with Evergreen Materials

DESIGN GUIDELINES

CAMPUS TREE GOALS - Succession Planting Zone

Successional planting zones carry a high priority in preserving the integrity of the existing campus canopy while allowing for modest expansion of its footprint. These areas require careful planning to maintain native canopy diversity and ensure continuity in landscape character.

Attention should be given to the stewardship of historic trees, with strategic planting used to replace specimens identified as being in decline. This approach supports a gradual transition that respects the established canopy while reinforcing long-term coverage and seasonal interest.

Tree replanting should occur within 12 months of planting removal and follow the 30 tree per acre guidelines.

LEGEND:

- GREEN**
- G1 - 12.36 acres
 - G2 - 2.74 acres
 - G3 - 15.54 acres (2.31ac parking)
 - G4 - 6.13 acres (.63ac parking)



DESIGN GUIDELINES

CAMPUS TREE GOALS - Intermediate Planting Zone

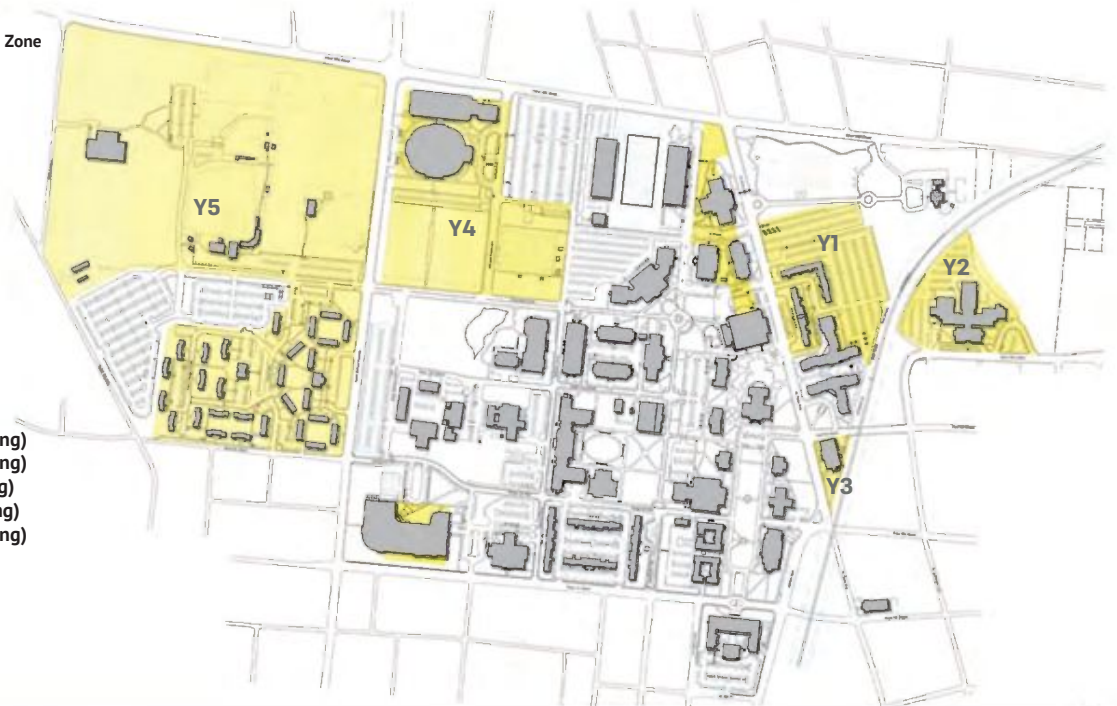
Intermediate planting zones should be approached with long-term opportunity in mind. Given their lower immediate impact on the overall campus canopy, these areas are well suited for phased implementation strategies that prioritize flexibility and gradual growth.

Smaller less mature tree sizes and slower planting rates can be utilized to establish canopy coverage over an extended timeline. This approach allows for thoughtful integration with future development, while still contributing to the university's broader goal of four-season landscape enhancement.

LEGEND:

YELLOW

- Y1 - 9.74 acres (6.49ac parking)
- Y2 - 5.41 acres (3.60ac parking)
- Y3 - .57 acres (.30ac parking)
- Y4 - 15.6 acres (14.15 parking)
- Y5 - 63.4 acres (45.3ac parking)



DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA Y1

Proposed Tree Additions - 151 ADDITIONAL TREES

98 - Canopy Trees (65% of Total)

74 - DECIDUOUS

45 - NATIVE MINIMUM (65%)

24 - EVERGREEN (25% of Small | Medium)

53 - Small | Medium Trees (35% of Total)

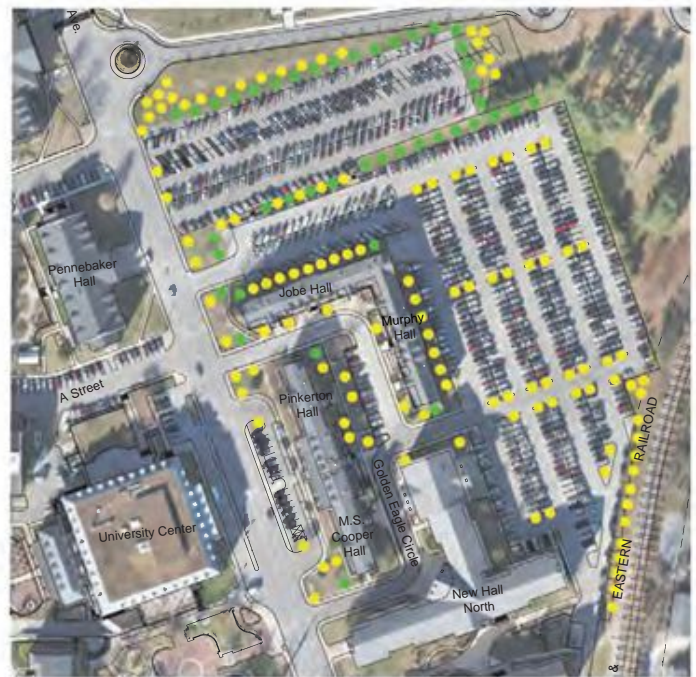
42 - DECIDUOUS

21 - NATIVE MINIMUM (50%)

11 - EVERGREEN (20% of Small | Medium)

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS



Note: All planting locations are approximate and need to be field located to account for existing conditions.

DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA Y2

Proposed Tree Additions - 80 ADDITIONAL TREES

52 - Canopy Trees (65% of Total)

39 - DECIDUOUS

26 - NATIVE MINIMUM (65%)

13 - EVERGREEN (25% of Small | Medium)

28 - Small | Medium Trees (35% of Total)

22 - DECIDUOUS

11 - NATIVE MINIMUM (50%)

6 - EVERGREEN (20% of Small | Medium)

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS



Note: All planting locations are approximate and need to be field located to account for existing conditions.

DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA Y3

Proposed Tree Additions - 12 ADDITIONAL TREES

8 - Canopy Trees (65% of Total)

6 - DECIDUOUS

4 - NATIVE MINIMUM (65%)

2 - EVERGREEN (25% of Small | Medium)

4 - Small | Medium Trees (35% of Total)

3 - DECIDUOUS

2 - NATIVE MINIMUM (50%)

1 - EVERGREEN (20% of Small | Medium)

 DECIDUOUS - PROPOSED LOCATIONS

 EVERGREEN - PROPOSED LOCATIONS



Note: All planting locations are approximate and need to be field located to account for existing conditions.

DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA Y4

Proposed Tree Additions - 135 ADDITIONAL TREES

88 - Canopy Trees (65% of Total)

66 - DECIDUOUS

43 - NATIVE MINIMUM (65%)

22 - EVERGREEN (25% of Small | Medium)

47 - Small | Medium Trees (35% of Total)

37 - DECIDUOUS

19 - NATIVE MINIMUM (50%)

10 - EVERGREEN (20% of Small | Medium)

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS



Note: All planting locations are approximate and need to be field located to account for existing conditions.

DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA Y5

Proposed Tree Additions - 486 ADDITIONAL TREES

316 - Canopy Trees (65% of Total)

237 - DECIDUOUS

154 - NATIVE MINIMUM (65%)

79 - EVERGREEN (25% of Small | Medium)

170 - Small | Medium Trees (35% of Total)

136 - DECIDUOUS

68 - NATIVE MINIMUM (50%)

34 - EVERGREEN (20% of Small | Medium)

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS



Note: All planting locations are approximate and need to be field located to account for existing conditions.

DESIGN GUIDELINES

CAMPUS TREE GOALS - Priority Planting Zone

These zones represent high-priority areas within the campus landscape plan. Due to their visibility, scale, and strategic location, tree plantings in these zones are expected to make a significant and measurable impact on the overall campus canopy within the next decade.

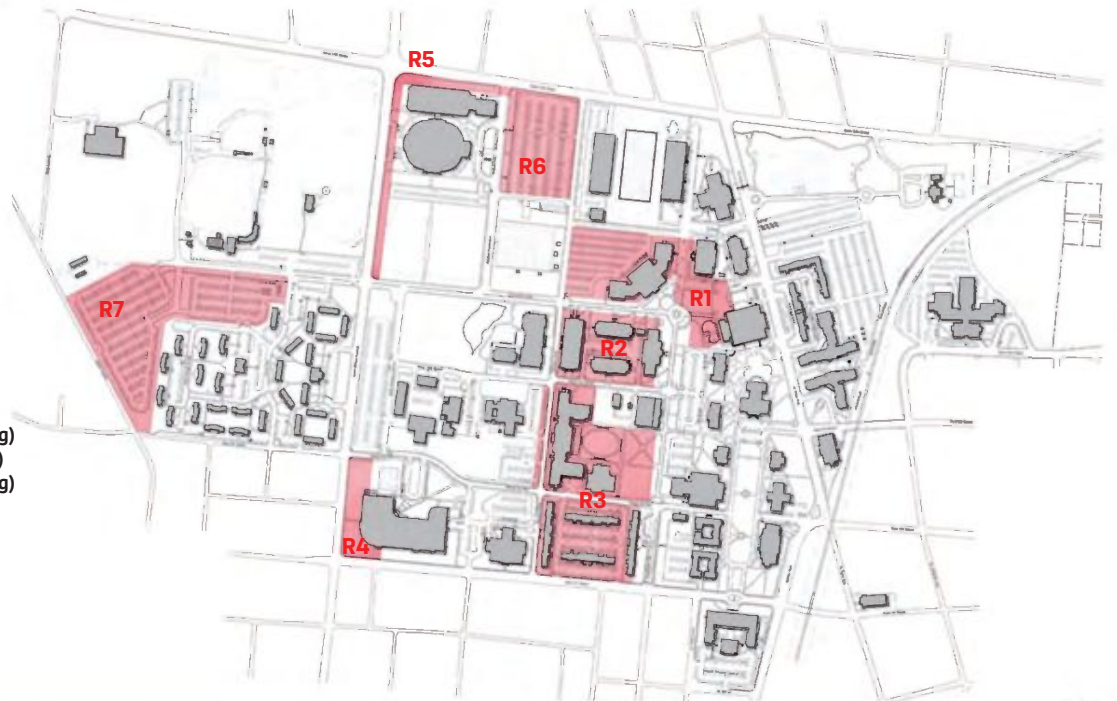
By focusing resources on these areas, the university can accelerate canopy coverage, enhance seasonal color diversity, and establish a cohesive visual identity across key corridors and gathering spaces. This targeted approach supports long-term planning goals while delivering noticeable improvements in the near term.

LEGEND:



RED

- R1 - 6.82 acres (4.17ac parking)
- R2 - 3.37 acres (.70ac parking)
- R3 - 9.06 acres (2.47ac parking)
- R4 - 1.27 acres
- R5 - 1.56 acres



DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA R1

Proposed Tree Additions - 105 ADDITIONAL TREES

68 - Canopy Trees (65% of Total)

51 - DECIDUOUS

34 - NATIVE MINIMUM (65%)

17 - EVERGREEN (25% of Small | Medium)

37 - Small | Medium Trees (35% of Total)

29 - DECIDUOUS

15 - NATIVE MINIMUM (50%)

8 - EVERGREEN (20% of Small | Medium)

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS



Note: All planting locations are approximate and need to be field located to account for existing conditions.

DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA R2

Proposed Tree Additions - 28 ADDITIONAL TREES

18 - Canopy Trees (65% of Total)

13 - DECIDUOUS

9 - NATIVE MINIMUM (65%)

5 - EVERGREEN (25% of Small | Medium)

10 - Small | Medium Trees (35% of Total)

8 - DECIDUOUS

4 - NATIVE MINIMUM (50%)

2 - EVERGREEN (20% of Small | Medium)

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS



Note: All planting locations are approximate and need to be field located to account for existing conditions.

DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA R3

Proposed Tree Additions - 163 ADDITIONAL TREES

106 - Canopy Trees (65% of Total)

79 - DECIDUOUS

52 - NATIVE MINIMUM (65%)

27 - EVERGREEN (25% of Small | Medium)

57 - Small | Medium Trees (35% of Total)

45 - DECIDUOUS

23 - NATIVE MINIMUM (50%)

12 - EVERGREEN (20% of Small | Medium)

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS

Note: All planting locations are approximate and need to be field located to account for existing conditions.



DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA R4

Proposed Tree Additions - 35 ADDITIONAL TREES

23 - Canopy Trees (65% of Total)

17 - DECIDUOUS

12 - NATIVE MINIMUM (65%)

6 - EVERGREEN (25% of Small | Medium)

12 - Small | Medium Trees (35% of Total)

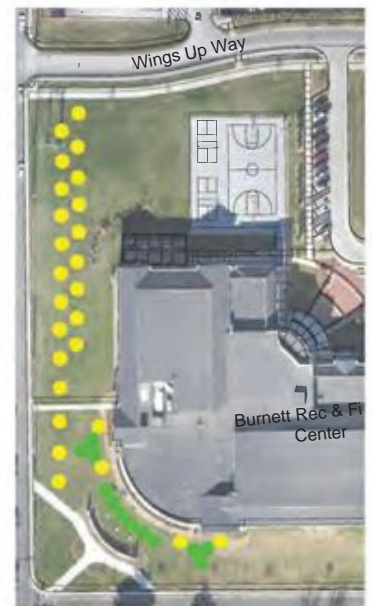
9- DECIDUOUS

5 - NATIVE MINIMUM (50%)

3 - EVERGREEN (20% of Small | Medium)

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS



Note: All planting locations are approximate and need to be field located to account for existing conditions.

DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA R5

Proposed Tree Additions - 48 ADDITIONAL TREES

31 - Canopy Trees (65% of Total)

23 - DECIDUOUS

15 - NATIVE MINIMUM (65%)

8 - EVERGREEN (25% of Small | Medium)

17 - Small | Medium Trees (35% of Total)

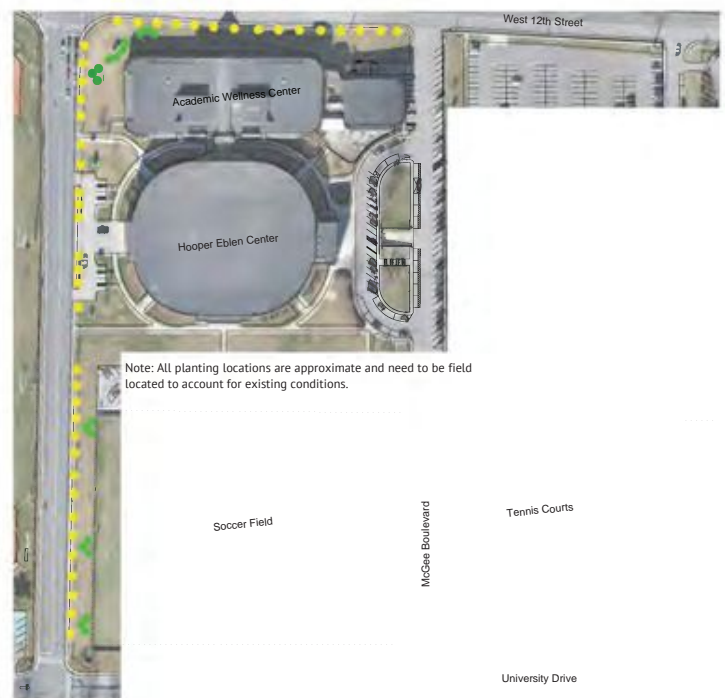
13 - DECIDUOUS

7 - NATIVE MINIMUM (50%)

4 - EVERGREEN (20% of Small | Medium)

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS



DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA R6

Proposed Tree Additions - 36 ADDITIONAL TREES

23 - Canopy Trees (65% of Total)

17 - DECIDUOUS

12 - NATIVE MINIMUM (65%)

6- EVERGREEN (25% of Small | Medium)

13 - Small | Medium Trees (35% of Total)

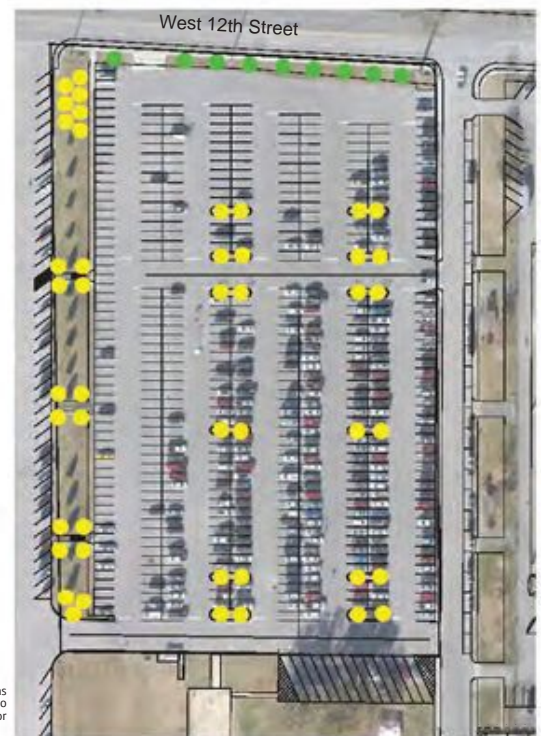
10- DECIDUOUS

5 - NATIVE MINIMUM (50%)

3 - EVERGREEN (20% of Small | Medium)

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS



Note: All planting locations are approximate and need to be field located to account for existing conditions.

DESIGN GUIDELINES

CAMPUS TREE GOALS - AREA R7

Proposed Tree Additions - 97 ADDITIONAL TREES

63 - Canopy Trees (65% of Total)

47 - DECIDUOUS

31 - NATIVE MINIMUM (65%)

16- EVERGREEN (25% of Small | Medium)

34 - Small | Medium Trees (35% of Total)

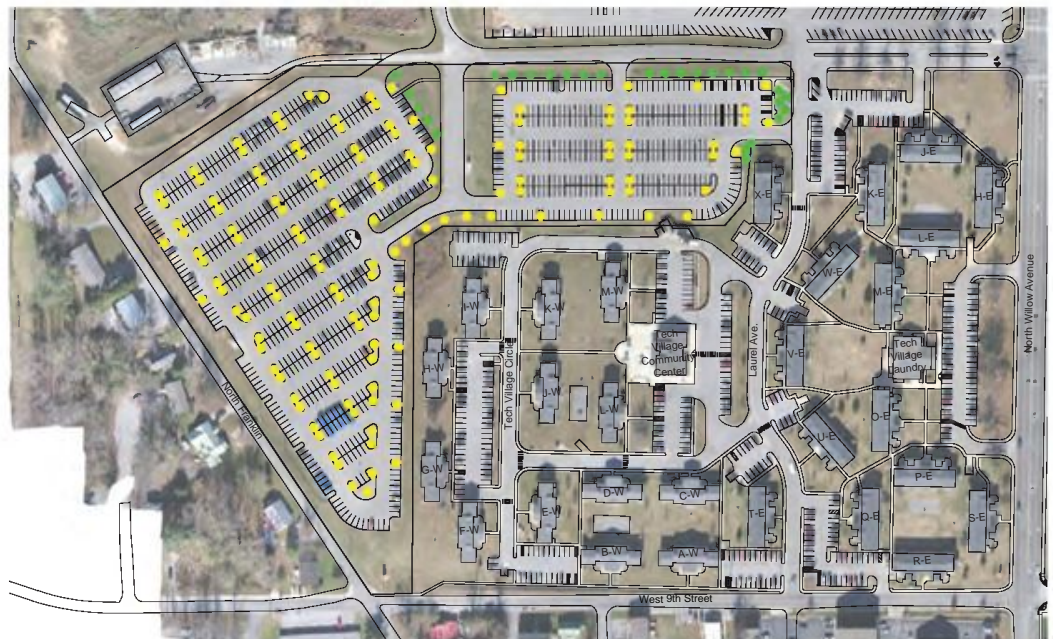
27- DECIDUOUS

14 - NATIVE MINIMUM (50%)

7 - EVERGREEN (20% of Small | Medium)

● DECIDUOUS - PROPOSED LOCATIONS

● EVERGREEN - PROPOSED LOCATIONS



Note: All planting locations are approximate and need to be field located to account for existing conditions.

DESIGN GUIDELINES

CAPITAL PROJECTS

CAPITAL PROJECTS

LEGEND:

PURPLE

- P1 - 7.58 acres (.84ac parking)
- P2 - 11.15 acres (1.85ac Parking)
- P3 - 18.97 acres (6.39ac Parking)

Proposed Tree Additions - 612 ADDITIONAL TREES

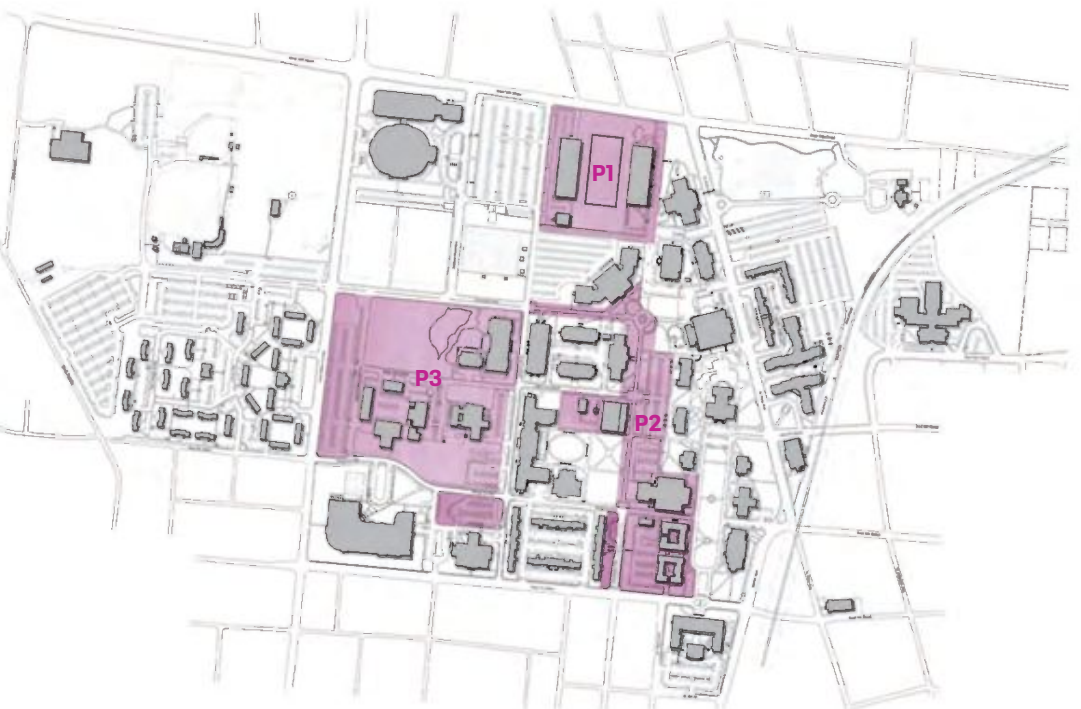
397 - Canopy Trees (65% of Total)

- 297 - DECIDUOUS
 - 194 - NATIVE MINIMUM (65%)
- 100- EVERGREEN (25% of Small | Medium)

215 - Small | Medium Trees (35% of Total)

- 172- DECIDUOUS
 - 86 - NATIVE MINIMUM (50%)
- 43 - EVERGREEN (20% of Small | Medium)

TREES AND LOCATIONS WILL BE PROVIDED
WITHIN PROJECT DEVELOPMENT



DESIGN GUIDELINES

CAPITAL PROJECTS - Plant Density Standards

As part of new and ongoing capital projects, this initiative is focused on delivering a calculated enhancement to the campus canopy. By integrating tree plantings into priority development zones, the university ensures that landscape improvements are aligned with broader infrastructure and planning goals.

A weighted emphasis on canopy coverage, evergreen structure, and native tree species will establish a cohesive visual identity across campus. This approach reflects the character of the Middle Tennessee landscape and supports a four-season palette of color and texture throughout the university grounds

TTU CAPITAL PROJECT PLANTING GOALS									
Project: TEST									
Date: SEPTEMBER 2025									
Updated 9.28.25									
OVERALL PROJECT CALCULATIONS									
Project Area (project boundary with building)		1	acres						
Building Area (subtract)	(-)	0.25	acres						
Adjusted Project Area		1.25	acres						
Parking Lot (subtract)		0.5	acres	(x10)	5				
Required Project Planting (Open Space)		0.75	acres	(x30)	22.5				
Existing Trees - 1 Credit per 6" DBH					4				Tree Credit for Every 6" of DBH
Total Project Tree Requirements					23.5				Required Total of Trees
Total Trees Provided					50				Total of Canopy, Medium and Small Trees
TREE PLANTING TARGETS									
Canopy Trees:		Minimum Required %	Trees Provided		% Provided				
Canopy Trees Required (Percent of Total Tree Planting)		65%	35		70%				65% Minimum
- Native Trees (percent of canopy trees)		60%	25	(x.60)	71%				60% Minimum
- Evergreen Trees (percent of canopy trees)		25%	9	(x.25)	26%				25% Minimum
Medium and Small Trees:									
Total Medium and Small Trees			15						
- Native Trees (percent of canopy trees)		50%	10	(x.50)	67%				50% Minimum
- Evergreen Trees (percent of canopy trees)		25%	5	(x.25)	33%				25% Minimum
FOUNDATION PLANTING TARGETS									
Shrub Requirements:		Required %	Linear Feet of Foundation	Linear Feet Provided	% Provided				
Building Foundation Planting Coverage Area		50%	850	500	59%				50% Minimum
(Hardscape areas against the building are excluded)									
Note:									
All mechanical and operational areas are to be screened by evergreen shrubs.									
Plant materials are to meet the TTU recommended plant palette or approved by TTU after review.									

DESIGN GUIDELINES

LANDSCAPE IDENTITY

Each fall, the university campus is enhanced by a collection of golden-leaved trees, such as maples and ginkgos, which contribute a striking seasonal display. Their vibrant yellow foliage creates a warm and visually engaging environment, enriching the academic setting with natural beauty and offering a distinctive sense of place during the autumn months.

In spring, a separate group of ornamental trees—such as redbuds or magnolias—introduces a vivid contrast with their purple blossoms. These flowering trees provide a dynamic and uplifting atmosphere, signaling renewal and growth. Together, the seasonal plantings reflect the university's commitment to landscape design that supports both aesthetic appeal and environmental stewardship.

PLANTING COLOR DIVERSITY

To promote vibrant tree color throughout all four seasons, campus planting plans will incorporate a balanced mix of evergreen, flowering, and native deciduous trees. This combination ensures consistent visual interest—from winter greenery to spring blossoms, summer shade, and striking fall foliage.

Tree selection and placement will be guided by calculations that account for seasonal coverage, canopy density, and spatial distribution. By integrating species with complementary bloom times and foliage characteristics, the campus landscape will maintain a dynamic and appealing aesthetic year-round.

Following the project planting goals and approved tree lists will promote diversity among all desired areas of plant categories.



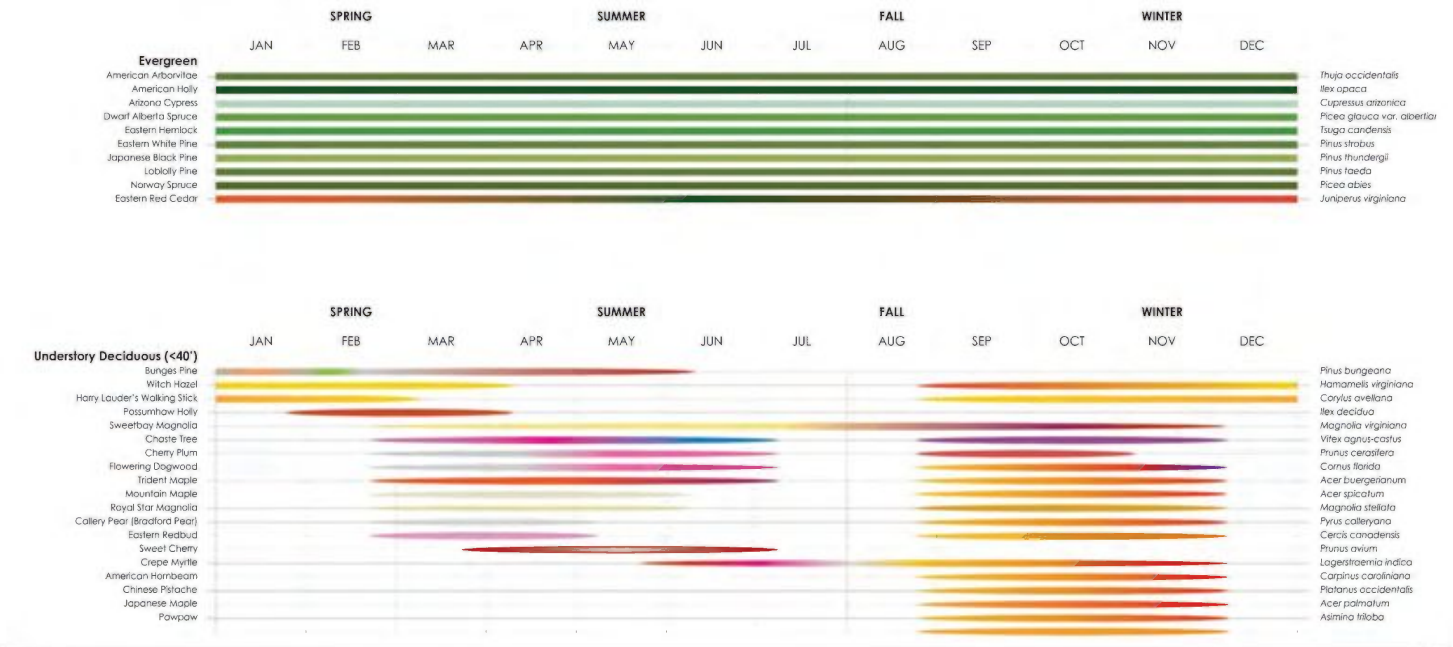
DESIGN GUIDELINES

TTU LANDSCAPE COLOR BY SEASON



DESIGN GUIDELINES

TTU LANDSCAPE COLOR BY SEASON



DESIGN GUIDELINES

APPROVED LIST
- DECIDUOUS CANOPY TREES

Canopy Trees: Deciduous							
Common Name	Scientific Name	Type	Native/Non-Native	Flowering	Bloom Season	Bloom Color	
American Beech	Fagus grandifolia	Deciduous	Native	No			
American Elm	Ulmus americana	Deciduous	Native	No			
American Linden (American Basswood)	Tilia americana	Deciduous	Native	Yes	Spring/Summer	Yellow	
Bald Cypress	Taxodium distichum	Deciduous	Native	Yes	Spring	Purple	
Black Tupelo	Nyssa sylvatica	Deciduous	Native	Yes	Spring/Summer	White	
Black Cherry	Prunus serotina	Deciduous	Native	Yes	Spring/Summer	White	
Black Oak	Quercus velutina	Deciduous	Native	No			
Bur Oak	Quercus macrocarpa	Deciduous	Native	No			
European White Poplar	Populus alba	Deciduous	Non-Native	No			
Ginkgo	Ginkgo biloba	Deciduous	Non-Native	No			
Green Ash	Fraxinus pennsylvanica	Deciduous	Native	No			
Kentucky Coffeetree	Gymnocladus dioica	Deciduous	Native	Yes	Summer	White	
Mockernut Hickory	Carya tomentosa	Deciduous	Native	No			
Northern Red Oak	Quercus rubra	Deciduous	Native	No			
Nuttall Oak	Quercus nuttalli	Deciduous	Native	No			
Ohio Buckeye	Aesculus glabra	Deciduous	Native	Yes	Spring	Yellow	
Overcup Oak	Quercus lyrata	Deciduous	Native	No			
Pin Oak	Quercus palustris	Deciduous	Native	No			
Post Oak	Quercus stellata	Deciduous	Native	No			
Princess Tree	Paulownia tomentosa	Deciduous	Non-Native	Yes	Spring	Varies	
Red Maple	Acer rubrum	Deciduous	Native	Yes	Spring	Pink	
River Birch	Betula nigra	Deciduous	Native	No			
Sawtooth Oak	Quercus acutissima	Deciduous	Non-Native	No			
Shagbark Hickory	Carya ovata	Deciduous	Native	No			
Shingle Oak	Quercus imbricaria	Deciduous	Native	No			
Shumard Oak	Quercus shumardii	Deciduous	Native	No			
Silver Linden	Tilia tomentosa	Deciduous	Non-Native	Yes	Spring/Summer	Yellow	
Southern Red Oak	Quercus falcata	Deciduous	Native	No			
Sugar Maple	Acer saccharum	Deciduous	Native	No			
Swamp Chestnut Oak	Quercus michauxii	Deciduous	Native	No			
Swamp White Oak	Quercus bicolor	Deciduous	Native	No			
Tulip Poplar	Liriodendrum tulipifera	Deciduous	Native	Yes	Spring	Yellow	
Water Oak	Quercus nigra	Deciduous	Native	No			
White Ash	Fraxinus americana	Deciduous	Native	No			
White Oak	Quercus alba	Deciduous	Native	No			
Willow Oak	Quercus phellos	Deciduous	Native	No			
Yellow Buckeye	Aesculus flava	Deciduous	Native	Yes	Spring/Summer	Yellow	

DESIGN GUIDELINES

APPROVED LIST
- EVERGREEN CANOPY TREES

Canopy Trees: Evergreen					
Common Name	Scientific Name	Native/Non-Native	Flowering	Bloom Season	Bloom Color
American Arborvitae	Thuja occidentalis	Native	No		
American Holly	Ilex opaca	Native	No		
Arizona Cypress	Hesperocyparis arizonica	Native	No		
Brackens Brown Beauty	Magnolia Ggrandiflora	Native	Yes	Spring/Summer	White
Bunges Pine	Pinus Bungeana	Non-Native	No		
DD Blanchard Magnolia	Magnolia grandiflora	Native	Yes	Spring/Summer	White
Deodar Cedar	Cedrus deodara	Non-Native	No		
Dwarf Alberta Spruce	Picea glauca var. albertiana	Non-Native	No		
Eastern Hemlock	Tsuga canadensis	Native	No		
Eastern Sycamore	Platanus occidentalis	Native	No		
Eastern Red Cedar	Juniperus virginiana	Native	No		
Eastern White Pine	Pinus strobus	Native	No		
Golden Mop	Chamaecyparis	Non-Native	No		
Green Giant Arborvitae	Thuja standishii x plicata	Non-Native	No		
Japanese Black Pine	Pinus thunbergii	Non-Native	No		
Japanese Cryptomeria	Cryptomeria Japonica	Non-Native	No		
Loblolly Pine	Pinus taeda	Native	No		
Norway Spruce	Picea abies	Non-Native	No		
Southern Magnolia	Magnolia grandiflora	Native	Yes	Spring/Summer	White

DESIGN GUIDELINES

APPROVED LIST
- SMALL MEDIUM TREES

Medium Trees: Deciduous						
Common Name	Scientific Name	Type	Native/Non-Native	Flowering	Bloom Season	Bloom Color
American Hornbeam	Carpinus caroliniana	Deciduous	Native	No		
American Hophornbeam	Ostrya virginiana	Deciduous	Native	Yes	Spring	Green
Cherry Plum	Prunus cerasifera	Deciduous	Non-Native	Yes	Spring	White
Cherry Tree	Prunus x yedoensis	Deciduous	Non-Native	Yes	Spring/Summer	Varies
Chinese Pistache	Pistacia chinensis	Deciduous	Non-Native	No		
Crepe Myrtle	Lagerstroemia indica	Deciduous	Non-Native	Yes	Spring/Summer	Pink
Grey Alder	Alnus incana	Deciduous	Native	No		
Juniper (Chinese)	Juniperus chinensis	Evergreen	Non-Native	No		
Possumhaw Holly	Ilex decidua	Deciduous	Native	Yes	Winter	Red
Red Buckeye	Aesculus pavia	Deciduous	Native	Yes	Spring	Red
Royal Star Magnolia	Magnolia stellata	Deciduous	Non-Native	Yes	Spring/Summer	White
Sweet Cherry	Prunus avium	Deciduous	Non-Native	Yes	Spring	White
Trident Maple	Acer buergerianum	Deciduous	Non-Native	Yes	Spring	Yellow
Washington Hawthorn	Crataegus phaenopyrum	Deciduous	Native	Yes	Spring	Pink
Yoshino/Akebono Cherry	Prunus x yedoensis	Deciduous	Non-Native	Yes	Spring	Pink
Medium Trees: Evergreen						
Common Name	Scientific Name	Type	Native/Non-Native	Flowering	Bloom Season	Bloom Color
Sweetbay Magnolia	Magnolia virginiana	Evergreen	Native	Yes	Spring/Summer	White
Understory Trees: Deciduous						
Common Name	Scientific Name	Type	Native/Non-Native	Flowering	Bloom Season	Bloom Color
American Beautyberry	Callicarpa americana	Deciduous	Native	Yes	Summer	Pink
Chaste Tree	Vitex agnus-castus	Deciduous	Non-Native	Yes	Spring/Summer	Blue
Eastern Redbud	Cercis canadensis	Deciduous	Native	Yes	Spring/Summer	Varies
Flowering Dogwood	Cornus florida	Deciduous	Native	Yes	Spring/Summer	Varies
Fringe Tree	Chioanthus virginicus	Deciduous	Native		Spring/Summer	White
Harry Lauder's Walking Stick	Corylus avellana	Deciduous	Non-Native	Yes	Spring	Varies
Japanese Maple	Acer palmatum	Deciduous	Non-Native	No		
Mountain Maple	Acer spicatum	Deciduous	Native	Yes	Spring	Yellow
Pawpaw	Asimina triloba	Deciduous	Native	Yes	Spring	Red
Serviceberry	Amelanchier arborea	Deciduous	Native	Yes	Spring	White
Witch Hazel	Hamamelis virginica	Deciduous	Native	Yes	Autumn	Yellow
Understory Trees: Evergreen						
Common Name	Scientific Name	Type	Native/Non-Native	Flowering	Bloom Season	Bloom Color
Schip Laurel	Prunus laurocerasus	Evergreen	Non-Native	No		

LANDSCAPE GUIDELINES

ADDITIONAL CAMPUS TREE GUIDELINES

Tree Replacement Strategy

For every existing campus tree removed, two replacement trees shall be planted for every 12 inches of the removed tree's diameter at breast height (DBH). All replacement trees must comply with the species, size, and zone-specific requirements outlined in the university's Landscape Guidelines.

Annual Tree Planting

The total number of trees planted annually will be tracked as part of the university's comprehensive campus canopy strategy. All plantings will be documented in the campus tree inventory to support long-term planning and maintenance.

Maximum Annual Tree Installations

The combined total of trees planted by both the grounds crew and capital projects shall not exceed 250 trees per calendar year. For example, if a capital project reaches the annual planting limit, no additional trees will be planted by the grounds crew that year. This cap ensures a manageable volume of new trees for operations and maintenance teams.

Tree Removal Protocol

All tree removals must be reviewed and approved by the Associate Vice President of Facilities and Business Services in coordination with the Grounds Manager. This process ensures that removals are properly documented and that replacement requirements are met in accordance with campus guidelines.

Invasive Plant Policy

In order to preserve the ecological integrity of our campus and promote sustainable landscaping practices, we are committed to using only non-invasive plant species in all planting and maintenance activities. Invasive plants can disrupt local ecosystems, outcompete native species, and negatively impact biodiversity. By prioritizing non-invasive and, whenever possible, native plants, we aim to create a healthy, resilient environment that supports local wildlife and enhances the natural beauty of our campus. This policy reflects our dedication to environmental stewardship and responsible resource management.



DESIGN GUIDELINES

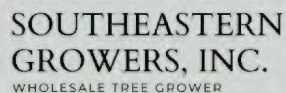
LANDSCAPE SUPPLIERS

These suppliers meet the requirements established by the university's Landscape Guidelines. Their products align with campus specifications for tree species, size, planting standards, and zone-specific considerations. By sourcing from approved vendors, the university ensures consistency in quality, compliance with planting protocols, and successful integration into the broader campus canopy strategy.



HAWKERSMITH & SONS

950 Hawkersmith Rd
Tullahoma, TN 37388
(931) 455-5436



SOUTHEASTERN GROWERS

2240 Macon Highway
Watkinsville, GA 30677
(706) 310-1151



SELECT TREES

225 William Pope Road
Crawford, GA 30630
(706) 743-5124



MOONS TREE FARM

175 Happy Hollow Rd
Washington, GA 30673
(770) 554-6849



PLANTATION TREE COMPANY

120 County Rd
Selma, AL 36703
(334) 875-9176



BOLD SPRINGS

1366 Columbus Highway
Hawkinsville, GA 31036
(478) 783-4975



CHERRY SPRINGS

215 Lorance Lane
McMinville, TN 37110
(800) 438-8574



WATKINS NURSERIES

110 Dry Bridge Road
Midlothian, VA 23114
(804) 379-8733



SHADY GROVE

3030 Charleston Road
Orangeburg, SC 29115
(803) 534-5683



RIVERBEND NURSERIES

2008 Lewisburg Pike
Franklin, TN 37064
(615) 468-2008



CHERRY CREEK NURSERY

3600 Valley View Road
Cookeville, TN 38506
(931) 526-7682



Agenda Item Summary

Date: December 4, 2025

Agenda Item: Disclosed Projects

☐

Review

☒

Action

☐

No action required

PRESENTERS: Dr. Claire Stinson, Sr. Vice President Planning & Finance

PURPOSE & KEY POINTS: Review and approval of disclosed projects for CRC Wind Tunnel, Tennis Complex, and Parking Garage.

The CRC Wind Tunnel project will provide facilities to house and support a wind tunnel. In addition to an existing building renovation on the property, approximately 3,000 sf of additional space will be constructed on the west side of the existing facility.

The Tennis Complex will be constructed on the northwest side of campus. It will contain twelve tennis courts, six of which will be for competition. It will also include four sand volleyball courts. In addition, a clubhouse, restrooms, concessions, bleachers, and scoreboard are included in the construction.

The Parking Garage will be constructed on the north side of campus. It will contain approximately 800 parking spaces. Additionally, there will be shell space at the parking garage to house the satellite chiller plant.

The Student Event Center was approved at the June 22, 2023, Board of Trustees meeting. It was approved with a project cost of \$41,000,000. This modification request increases the total project budget from \$41,000,000 to \$63,770,000.



Agenda Item Summary

Date: December 4, 2025

Agenda Item: University & Ag Foundation Agreement

☐

Review

☒

Action

☐

No action required

PRESENTERS: Dr. Claire Stinson, Sr. Vice President for Planning & Finance

PURPOSE & KEY POINTS:

Review and approval of updated agreement between the University and the Ag Foundation.

The University and Ag Foundation Agreement guides the relationship between the two organizations. This agreement follows University Policy 535 -Foundations. The agreement outlines the in-kind services provided to the Ag Foundation by university personnel. The agreement sets up University powers, duties, and responsibilities related to the Ag Foundation and Ag Foundation powers, duties, and responsibilities related to the University.

AGREEMENT
between
Tennessee Technological University
and
Agricultural Foundation for Tennessee Tech, Inc.,

This Agreement is made by and between the Agricultural Foundation for Tennessee Tech, Inc. (Ag Foundation) and Tennessee Tech University (University) collectively, the Parties. This Agreement amends and supersedes the previous [May 22, 2003] Agreement.

WITNESSETH

WHEREAS, the University is a public University of higher education created by Tenn. Code Ann. 49-8-101 and governed by the authority of a local governing Board of Trustees.

WHEREAS, the Ag Foundation is a private, non-profit corporation, existing by virtue of Tenn. Code Ann. 48-51-101 et seq. (Tennessee Nonprofit Corporation Act), is tax-exempt under Section 501(c)(3) of Internal Revenue Code, and is organized to work in concert with the University. The Ag Foundation is established by Charter and Bylaws dated October 5, 1971, attached hereto as Exhibit A, and its purpose is as stated therein.

The Ag Foundation's relationship with the University is based upon a shared interest in the University's development and the success of the University's mission. Therefore, University participation in and support of the Ag Foundation operations are appropriate and desirable.

NOW THEREFORE, in consideration of the premises, mutual covenants and agreements contained herein, the parties hereby agree as follows:

ARTICLE I
AG FOUNDATION POWERS, DUTIES, AND RESPONSIBILITIES

Section 1. Ag Foundation Charter and Bylaws. The charter and bylaws of the Ag Foundation provide that the University's president, or the president's designee(s), hold membership on the Ag Foundation's Board of Directors.

Section 2. Ethics Policy. The Ag Foundation shall adopt an ethics policy complying with Tenn. Code Ann. § 49-7-107 that applies to and governs the conduct of all members of the Ag Foundation's governing body. Members must review and acknowledge the code of ethics annually.

Section 3. Audit. Ag Foundation records and financial reports are audited by independent auditors secured by the Ag Foundation. The University agrees to furnish any records it produces to support the Ag Foundation audit.

Section 4. Ag Foundation Business Affairs. The Ag Foundation's Board shall develop policies and procedures concerning the conduct of its business affairs and to assure appropriate reporting of financial and other activities. Such policies and procedures shall implement sound

business practices, provide for appropriate checks and balances and ensure prudent use of Ag Foundation funds.

4.1 Procurement and Contracting. The Ag Foundation's Board shall develop policies and procedures that address procurement and contracting activities. When practicable, the Ag Foundation shall use competitive procurement methods. Such policies must include a process for determining authority for authorizing expenditure of Ag Foundation funds. Authority for these functions cannot be delegated solely to an employee of the University.

4.2 Contracts. Neither Party shall contract on behalf of the other Party. If a transaction involves both the Ag Foundation and the University, both must be parties to the contract, and it must be executed by authorized representatives of both Parties.

4.3 Administration of Donations to the Ag Foundation. The Ag Foundation shall develop policies and procedures that address the management and investment of contributions to the Ag Foundation, subject to the requirements of the Uniform Prudent Management of Institutional Funds Act, T.C.A. Title 35, Chapter 10, Part 2.

4.4 Document Retention Policy. The Ag Foundation shall have a written mandatory document retention and periodic destruction policy that complies with Sarbanes-Oxley requirements. This should include guidelines for handling electronic files and voice mail, as well as paper documents. The Ag Foundation's policy will prohibit documents purging if an official investigation is anticipated or underway.

4.5 Reports. The Ag Foundation shall issue reports to the president of the University, at least annually, on the activities of the Ag Foundation. An annual financial report shall be issued, prepared in accordance with generally accepted accounting principles, including all required note disclosures. Financial reports shall include, as applicable and according to appropriate accounting principles, the value of in-kind services provided by the University. The report must be issued in a timely manner to be included as a component unit of the University's financial statement.

Section 5. Confidentiality of Donor Information. The University and the Ag Foundation shall comply with the provisions of T.C.A. § 49-7-140 regarding the confidentiality of gift records. Subject to those provisions, the Ag Foundation may disclose confidential information from time to time to authorized University personnel for purposes of cooperative planning and implementation of activities, as authorized by the Ag Foundation. University employees shall preserve the confidentiality of such shared information.

Section 6. Use of University Name/Marks. The Ag Foundation may, in connection with its lawful business and activities, use the name of the University as well as the University's logo, seal, and other symbols and marks.

6.1 The Ag Foundation shall not delegate the authority to use the University's name or marks without written approval of the University's president and shall not permit the University's name or marks to be used in connection with advertising of non-University or non-Ag Foundation products or services unless such use is consistent with policies of the University.

6.2 The Ag Foundation shall cease using the University's name and marks in the event:

- A. The Ag Foundation dissolves;
- B. The Ag Foundation ceases to be a non-profit corporation or ceases to be recognized by the IRS as described in Section 501(c)(3) of the Internal Revenue Code; or
- C. The Ag Foundation or the University terminates this agreement.

Section 7. Operational Support from the University. The University shall not transfer state or University funds to support the Ag Foundation; however, the University may provide in-kind services to the Ag Foundation as consideration for services rendered by the Ag Foundation to the University. "In-kind services" include, but are not limited to, the provision of office space, administrative support, and other staff.

Section 8. Respect for University Personnel Administration. The Ag Foundation must respect the Board of Trustees and University authority over personnel administration. The Ag Foundation expenditures for compensation and other payments to or for the benefit of University personnel and reportable as income to the recipient, such as salary, expense accounts, automobiles, club or other organization memberships and dues, etc., must be approved in advance, annually, by the University president, unless the salaries funded by the Ag Foundation are in accordance with the University's compensation plan and included in the University's personnel budget. Advance approval of the Board of Trustees shall be required if payments outside the University's compensation plan are made to or for the benefit of a University employee, including the president, and if the aggregate value of such payments to any individual employee exceeds fifteen hundred dollars (\$1,500) per fiscal year. This provision does not apply to reimbursement of business expenses incurred by University employees or to non-taxable recognition awards given to University employees.

Section 9. Ag Foundation Personnel. Employment of personnel, administrative or otherwise, who will be paid to solicit gifts or act in any capacity using Tennessee Tech University's name or property shall be approved by the University's president prior to appointment.

Section 10. Taxes. The Ag Foundation shall be responsible for compliance with all applicable state and federal tax laws. If the University provides in-kind services to assist with the preparation and filing of required tax forms and returns, the Ag Foundation shall supply all necessary information in a timely manner.

Section 11. Compliance with Applicable Laws. The Ag Foundation shall comply with all executive orders, federal, state, and local rules, regulations, and laws applicable to similar non-profit corporations.

Section 12. Notice of Non-Charter Activities. The Ag Foundation shall promptly notify the University in writing if it undertakes or intends to undertake any activity that falls outside the scope of its charter and bylaws. Such notice shall include a description of the activity, the rationale for engaging in the activity, and any anticipated impact on the Ag Foundation's mission, tax-exempt status, or obligations under this Agreement.

Section 13. Compliance with University Policy. The Ag Foundation shall comply with University Policy 535 for Foundations.

Section 14. Hold Harmless. The Ag Foundation shall indemnify and hold harmless the University, its governing board, officers, employees, agents, and students, in their official and individual capacities, from and against any and all claims of liability, injury, damages, expenses, demands and judgements, including court costs and attorney's fees, arising out of the Ag Foundation's performance of this agreement, except for injury or damage caused by the sole negligence of the University, and furthermore, this provision shall survive the termination or expiration of this agreement.

Section 15. Ag Foundation Legal Counsel. The Ag Foundation shall be responsible for providing its own legal counsel.

ARTICLE II UNIVERSITY POWERS, DUTIES, AND RESPONSIBILITIES

Section 1. Independence of Ag Foundation. The University agrees to encourage and maintain the independence of the Ag Foundation and, at the same time, foster the cooperative relationship between the University and Ag Foundation.

Section 2. General Powers of the University. The University may:

2.1 Provide the professional services of its employees, with the scope of their employment with the University;

2.2 Review the financial records of the Ag Foundation to determine that the Ag Foundation is adequately capitalized for any activities undertaken in the name of, for the benefit of, or in conjunction with the University;

2.3 Request or require evidence satisfactory to the president or the president's designee of insurance or self-insurance adequate in form and amounts to cover foreseeable liability arising from activities undertaken in the name of, for the benefit of, or in conjunction with the University;

2.4 Request periodic review of any written general agreement or memorandum of understanding between the University and the Ag Foundation to ensure that it describes each party's responsibilities in a manner that makes it clear to third parties dealing with the cooperative organization that the organization is acting as a legal entity separate from the University; and

2.5 Take any action necessary to ensure that actions of the University's officials, faculty, staff, or employees relative to the Ag Foundation are consistent with policies established by the University regarding conflicts of interest, outside activities, and other matters.

Section 3. University Services to Ag Foundation. In consideration of the services provided to the University by the Ag Foundation and as set forth herein, the University may assist the Ag Foundation in the following ways:

3.1 Processing all gifts to the Ag Foundation through University Advancement.

A. Receipting gifts to the Ag Foundation through University Advancement and deposit same with the Business Office.

B. Forwarding a check from the Business Office to the Ag Foundation treasurer once a month.

C. Providing the Ag Foundation a monthly donor report via University Advancement.

D. Sending donor acknowledgment through University Advancement.

3.2 Providing office space, telephones, computers, supplies, etc. for personnel. These will be considered in-kind services from the University.

3.3 Providing clerical and administrative support services through the University's Advancement Office.

3.4 Providing designated financial services including financial record keeping.

A. University administrative personnel may assist with creating the Ag Foundation's Budget.

Section 4. Audit of Ag Foundation Records. In accordance with T.C.A. § 49-7-107(b), all annual reports, books of account and financial records of the Ag Foundation shall be subject to audit by the Comptroller of the Treasury of the State of Tennessee. Records and accounts maintained by the Ag Foundation shall be audited on the same cycle as the University audit performed by the Comptroller, or, with the prior approval of the Comptroller, an independent public accountant may perform such an audit. The contract between the independent public accountant and the Ag Foundation shall be approved in advance by the Board of Trustees and the Comptroller and shall be on forms prescribed by the Comptroller. The University agrees to furnish any records it produces to support the Ag Foundation audit. All annual reports, books of account and financial records of the Ag Foundation shall be available for audit by the internal auditors of the University.

ARTICLE III MUTUAL ACKNOWLEDGEMENTS AND OBLIGATIONS

Section 1. Termination. Any party may terminate this agreement upon sixty days' notice.

Section 2. Term. This agreement is based upon the University's fiscal year, which is July 1 through June 30. The term of this Agreement shall commence on the date first written below and shall continue on a year-to-year basis. If either party gives notice of termination, as provided in Article III, Section 1, prior to the expiration of the agreement, the Agreement shall continue until the end of the then-current fiscal year. If this agreement is terminated by the Ag Foundation

or University's governing Board, all funds, assets, data, and information in the possession of the Ag Foundation will be transferred to the University as soon as is practicable.

Section 3. Entire Agreement/Modification. This agreement contains all the terms between the parties. It may be amended only in writing signed by legally authorized representatives of all parties.

APPROVED:

Agricultural Foundation for Tennessee Tech, Inc.

Executive Director

Date

Tennessee Tech University

President

Date

Tennessee Tech University Board of Trustees

Chair

Date



Agenda Item Summary

Date: December 4, 2025

Agenda Item: TTU Policy 506 (General and Group Travel Policies)

☐

Review



Action



No action required

PRESENTER(S): Dr. Claire Stinson, Sr. Vice President for Planning & Finance

PURPOSE & KEY POINTS:

This policy has been updated to remove references to our current Banner ERP system as we move to the new Oracle ERP system. Language was also updated to change international travel rates to a regional rate managed by U.S. General Services Administration, which is kept in the new ERP system. The travel addendum was combined into this policy and removed as a related document from PolicyTech.

Tennessee Technological University
Policy No. 506



**General and Group
Travel Policies**

Original Effective Date: July 1, 2017

Revised Dates: July 1, 2022; January 1, 2026

Policy No.: 506

Policy Name: General and Group Travel Policies

I. Purpose

This policy sets forth appropriate reimbursement rates and guidelines for all expenses incurred on official business travel for Tennessee Tech. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at Tennessee Tech expense. Specific provisions of the policy also address the travel of Board members. 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.

All travel must be consistent with the educational, research, and professional needs of Tennessee Tech. 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.

II. Review

This policy will be reviewed every two years or whenever circumstances require review, whichever is earlier, by the Associate Vice President for Business and Fiscal Affairs in consultation with the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly, and the Board of Trustees.

III. Definitions

Clerical and Support Employee: for purposes of this policy, employees who are not faculty and who are classified under the Fair Labor Standards Act as non-exempt.

CONUS: U.S. General Services Administration [CONUS](#) (Continental United States) reimbursement rates provided by the federal government.

IV. Policy

A. Authorization for general travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with this policy, as may be amended from time to time. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance in accordance with Section B.

- 1.** 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 Tennessee Tech business, or in justifiable pursuit of Tennessee Tech'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 Tennessee Tech.
- 2.** 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/her regular area of employment activity, e.g., office headquarters, campus, or designated location of an employee established in the field.
 - a.** The official station of an employee shall be designated by the appointing authority.
 - b.** It is normally expected that the official station is that location at which the employee spends greater than 50% of his/her working time.
 - c.** For an employee required to be on call (as determined by his/her job description), either overnight or on weekends, the official station of the employee while on call becomes his/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.
 - d.** In the event an employee is temporarily reassigned to a work location other than the usual official station, that location shall become the employee's official station. The employee will not be eligible for reimbursement unless the employee can demonstrate that commuting to the temporary location results in additional expense over the cost of the commute to the usual official station.
- 3.** 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 Tennessee Tech business.
 - a.** Expenses for meals will be allowed when overnight travel is required outside the county of the employee's official station or residence.
 - b.** En route lodging will be allowed for only one day each way on trips of long duration.

- c. 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.
 - d. 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.
- 4. 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.
- 5. Reimbursement for travel expenses shall only be allowed for actual expenses incurred, subject to the maximum limitations within CONUS rates..
 - a. Receipts must accompany claims for reimbursement for all expenses exceeding the CONUS limits.
 - b. Receipts are not required for meals reimbursed by per diem rates, taxi fares, tolls, and ferry fees.
 - c. Lodging receipts are required and must itemize room charges and taxes. No expenses shall be reimbursed until after travel has been completed.
- 6. Internet travel sites such as Expedia, Travelocity, or Kayak can be utilized to purchase single travel services such as an airline ticket. Internet travel sites cannot be used to purchase a package of more than one travel service. Purchases of travel packages that combine services such as lodging, airline, or vehicle rentals are not allowed. These package deals do not usually provide sufficient itemized pricing for each service purchased and therefore do not allow for proper comparison to rates per U. S. General Services Administration for federal employees within the continental United States ([CONUS](#)) or conference rates as required by policy.
- 7. Tennessee Tech issued credit cards (Procurement cards) may be used for the advance payment of registration fees, airline tickets, and baggage fees. Tennessee Tech issued travel credit cards (travel cards) may be used for most expenses incurred while in the state of travel, including advance payment of registration

fees, hotel charges, airline tickets, and baggage fees. Gas for personal vehicle usage and meal expenses acquired during travel may not be charged to the travel card. These cards may only be used by the individual whose name appears on the card.

B. Authorization of Travel

- 1.** The President or his/her designee shall have authority to approve travel by employees or students of Tennessee Tech. Each employee should consult with his/her administrative officer for the appropriate department's or division's approval procedures.
- 2. In State Travel**
 - a.** All employees should obtain prior authorization for in state travel by the employee's appropriate approving authority, except as noted in item b. below. Authorization may be verbal, written, or electronic.
 - b.** 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.
 - c.** Employees whose employment requires frequent in state travel may obtain blanket authorization in writing for such travel.
- 3. Out of State Travel**
 - a.** All employees must obtain prior authorization for out of state travel, which must be approved by the employee's appropriate approving authority. The travel expense management module should be used to capture this approval by preparing and submitting a pre-approval expense report.
 - b.** The pre-approval report must show the name of the person traveling, purpose of the trip, destinations, date of departure and return, mode of transportation, and estimated expenses. Availability of funds should be verified prior to submitting the report.
 - c.** 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.

- d.** Employees whose employment requires frequent out-of-state travel may obtain blanket authorization in writing for such travel.

4. All Other Travel

- a.** Authorization for travel by an employee to Alaska, Hawaii, and all out-of-country travel shall be subject to approval by the President (or designee). All academic areas should obtain approval from the Provost and any other required departmental approvals prior to traveling.
- b.** Authorization for travel to Alaska, Hawaii, and all out-of-country travel by the president shall be subject to approval by the Tennessee Tech Board of Trustees.

C. Transportation

1. General

- a.** 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.
- b.** 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

- a.** Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical.
- b.** 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.

- c.** 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.
- d.** Reimbursement for personal vehicle use may be claimed at the lesser of the standard mileage rate or comparable cost of commercial transportation including taxi fares and/or limousine charges.

3. Common Carrier Travel

- a.** When travel is by common carrier, the fare must not exceed the standard coach fare charged the general public, and advantage must be taken of round trip rates when available.
- b.** The employee's copy of the ticket, or an acceptable receipt, must be submitted for reimbursement of common carrier expenses.
- c.** Baggage fees will be allowed when necessary. A receipt is required for reimbursement. Other fees, such as early boarding passes, upgrades, and extra legroom, will not be reimbursed.
- d.** Charges for trip insurance are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance, and therefore will not reimburse for insurance purchases made for trips.

4. Chartered Aircraft

- a.** Generally, faculty and staff (including group travel and athletics) whose duties require travel will use commercial ground and air carriers or an institutional 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).
- b.** The president shall assign the following duties to a responsible official:
 - i.** Reviewing and approving requests for charter air services;
 - ii.** Scheduling charter flights; and
 - iii.** Informing those who request charter flights of the charter company's policy on canceling scheduled flights.

- c. Charter services will be utilized 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.
- d. 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

- a. When travel by automobile is appropriate, employees may use Tennessee Tech owned automobiles whenever available and feasible. However, Tennessee Tech owned vehicles should be used only on official business.
 - i. When transportation is by a Tennessee Tech owned automobile, tolls, parking, gasoline, and storage expenses are allowable.
 - ii. When using Tennessee Tech owned 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.
 - iii. 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.
 - iv. 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
 - i. Tennessee Tech University uses current IRS mileage rates for reimbursement..
 - ii. The authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items.
 - iii. The travel expense management module utilizes Oracle maps to determine point-to-point and/or vicinity mileage.

- iv. Procedures for calculating mileage are based on the fact that Tennessee Tech is prohibited from reimbursing employees for normal commuting mileage.
 - v. 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.
 - vi. If 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.
 - vii. If an employee begins or ends a trip at a personal residence without stopping at the employee's official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to the work destination or from the official station to the work destination. Any personal mileage should be deducted.
 - viii. On weekends and holidays, the employee may typically be reimbursed for actual mileage from his/her residence to the destination. 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.
 - ix. The travel claim must indicate the employee's itinerary and must show the official business mileage. Business mileage as indicated by Google Maps in the travel expense management system 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.
 - x. Necessary charges for hotel and airport parking will be allowed.
- c. Automobile Accident Reporting
- i. Tennessee Tech University employees should contact the State of Tennessee Auto Accident Call Center if they are involved in an auto accident while driving a state vehicle, rental, or personal vehicle while on official Tennessee Tech business.
 - ii. All employees should have Auto Accident Reporting Instructions and Damage Notification Card in the vehicle when travelling for business purposes.

6. Limousine and Taxi Service

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

7. Car Rentals at Destination

- a.** 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. A cost comparison between the automobile rental and alternative methods of transportation must be provided with the request for reimbursement.
- b.** Charges for insurance for rented automobiles are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance, and therefore will not reimburse for insurance purchases made for rental vehicles.
- c.** Employees should refuel before returning vehicles when possible.

8. Tolls and Ferry Fees

- a.** Reasonable tolls and ferry fees will be allowed when necessary.
- b.** No receipt is required for reimbursement of tolls and ferry fees.

9. Daily Parking Fees

- a.** 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. All reasonable costs do not require a receipt.
- b.** Receipt is required if the fee exceeds the maximum indicated per CONUS.

10. Unnecessary meals and lodging expenses which are occasioned by the use of an automobile, including taxi, Uber, and other transportation, 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 related parking expenses. Receipts must be furnished on airport and hotel parking if the rates are not reasonable.

D. Lodging

1. Lodging expenses incurred within the state while on authorized travel will be reimbursable to the maximum per CONUS.
2. Out of State Lodging
 - a. Lodging expenses incurred out of the state while on authorized travel will be reimbursable to the maximum allowed by CONUS.
 - b. The maximum reimbursement rates for out-of-state travel are the same as those maintained by 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.
 - c. 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.
3. Lodging expenses incurred while out of the country will be reimbursed at actual expenses with receipts.
4. Additional Lodging Expenses
 - a. Sales taxes on lodging costs will be reimbursable.
 - b. 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 when attached to the travel claim.
 - c. Any exceptions must be approved by the President.
5. Shared Lodging

- a. 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 receipt for the entire amount should be submitted with both claims.
- b. 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.
- c. If a room is shared with other than a state employee, actual cost subject to the maximum in the CONUS rates will be allowed.

E. Meals

1. In-State and Out-of-State Meals

- a. Meals while on authorized travel will be reimbursed, subject to the meal allowance provided in CONUS.
- b. The maximum per diem rates include a fixed allowance for meals and for incidental expenses (M&I).
- c. The M&I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts.
- d. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls home, etc.
- e. The M&I rates for out-of-state travels 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.
- f. 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.
- g. Reimbursement for M&I for the day of return shall be three-fourths of the M&I rate applicable to the preceding calendar day.
- h. The CONUS [M&I Breakdown](#) should be used to determine the single meal allowance and the three-fourths calculation, when appropriate.
- i. Reimbursement for meals will not be permitted when overnight travel is not involved.

2. Out-of-country meals are reimbursed at the respective regional Outside CONUS ([OCONUS](#)) per diem rate pre-loaded into the travel expense module. Reimbursements for actual receipts can be reimbursed if kept.
3. When the expenses for an official banquet of a meeting or conference are in excess of the meal allowance, the excess will be allowed provided a receipt or proper explanation of the charge is submitted.

F. Miscellaneous Expenses

1. 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, Internet and Fax Expenses
 - a. Charges for long distance telephone calls, internet, and/or fax on official business will be allowed.
 - b. Charges for necessary local calls on official business will be allowed.
3. 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. Fees for the handling of equipment or promotional materials will be allowed up to a maximum of \$20.00 per hotel.

G. Claims

1. Expense reports in the travel expense management module shall be used for reimbursement of expenses. Non-employees will utilize a request form in the Procurement module of the enterprise resource planning (ERP) system for reimbursement of expenses.
2. The report must show movement and detail of expenses on a daily basis, be approved by the employee, and be approved by the appropriate approving authority prior to reimbursement.
3. Receipts for appropriate expenses must be attached and submitted with the expense report for reimbursement.
4. Expenses for books, supplies, postage, and other items that do not constitute actual traveling expenses should not be included in the expense report.

5. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel.
6. Complete travel claims and requisitions in accordance with the [Procedures Manual for Completing Travel Claims and Requisitions](#).

H. Travel Advances

1. Normally travel expenses should be paid using a Tennessee Tech travel card, when authorized, or 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 temporary travel advances. Travel advances for Clerical and Support employees are approved by their immediate supervisor. Travel advances for exempt employees must be approved by the President or his/her designee.
2. Temporary Travel Advances
 - a. When temporary travel is authorized for an employee, the employee should exhaust all efforts to obtain a travel card, when feasible. In emergency situations, or when a travel card is not practical, an 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.
 - b. An amount equal to 80% of the estimated out of pocket expenditures will be allowed as an advance, however, no advance less than \$100 will be made.
 - c. 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.
3. Payroll Deduction Authorization
 - a. Each employee receiving a permanent or temporary travel advance for the first time must sign a payroll deduction authorization form which will allow Tennessee Tech to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim.

- b.** This deduction from payroll should be used as a last resort only in the event all other efforts to collect the advance have failed.

4. Expense Claim

- a.** Upon return, the employee should submit an expense claim detailing his/her actual expenditures. This claim should show the total expenses incurred. The advanced amount should be subtracted from this total. The excess expenses will be reimbursed to the employee.
- b.** 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.
- c.** In the latter instance, the expense account claim should be forwarded to the business office with notification to file it with the advance request.

5. Non-business Expenses

- a.** You are eligible for reimbursement of travel expenses if your trip was entirely business related.
- b.** 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.
- c.** 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.
- d.** Additional days are not considered business related unless they are necessary to provide rest or sleep required for you to properly perform your duties.

I. Athletic and Other Student Group Travel

1. Athletic Recruiting

- a.** If a staff member has a "courtesy vehicle" due to his/her association with Tennessee Tech, the maximum rate allowed will be the rate allowed under

these policies, less the portion of the IRS business standard mileage rate treated as depreciation.

- b.** The following are subject to prior approval by the president or designee:
 - i.** Blanket travel authorization for scouting or recruiting; and
 - ii.** The travel of visitors and guests at institutional expense for any occasion related to recruiting.
- c.** The actual cost of guest meals may be claimed when incurred by a staff member for recruiting purposes. Such claims must be submitted in appropriate detail. Receipts are required.
- d.** Student Recruits
 - i.** Staff members are responsible for compliance with pertinent NCAA and conference rules regarding student recruits.
 - ii.** Lodging in campus facilities may be arranged if space is available. If campus space is not available, arrangements may be made for lodging in local motels/hotels, and, with the approval of the athletic director or designee, may be charged to the athletic department.
 - iii.** If available, the use of campus dining services should be arranged and costs may be charged to the athletic department. If necessary, staff members will be reimbursed at cost for off-campus meals, with reasonable and customary gratuities allowed. Receipts must accompany claims.
 - iv.** Transportation may be arranged through a local travel service and charged to the athletic department with the approval of the athletic director or designee. Automobile mileage may be reimbursed to a student recruit at the maximum rate allowed under this policy and procedures for the use of a personal vehicle.
 - v.** Entertainment expenses may be reimbursed at cost within NCAA and conference rules.

2. Travel

- a.** Institution officials and guests of the institution that accompany the team or student groups on trips must be approved in advance by the President or designee.

- b.** In all cases, team and group transportation will be arranged through established institutional procedures, and travel itineraries are to be arranged in advance.
 - i.** Documentation must be maintained in the athletic or other appropriate departments or offices indicating that various cost alternatives have been explored before making all arrangements and reservations.
 - ii.** However, if such arrangements are made by Tennessee Tech's purchasing office, that office should maintain the appropriate documentation.
- c.** A roster of all individuals on a particular trip must be included with the itinerary documentation for proper accounting and auditing purposes and filed with the travel expense report.
- d.** Receipts are required for all team or group travel expenses.
- e.** Actual lodging expenses will be reimbursed.
 - i.** Documentation must be maintained in the athletic department or other appropriate department or office indicating that various cost alternatives have been explored before making all arrangements and reservations.
 - ii.** However, if such arrangements are made by the institution's purchasing office, that office should maintain the appropriate documentation.
- f.** Miscellaneous expenses, such as movies while on trips, must be supported by receipts.
- g.** Telephone calls by staff members for business purposes may be claimed with documentation
- h.** Individual meals associated with team or group travel will follow this policy.
- i.** All team or group meals and snacks will be reimbursed at actual cost.
 - i.** Gratuities not to exceed reasonable and customary rates are allowed.
 - ii.** Appropriate documentation and receipts are required.
- j.** All travel claims and requisitions for team or group travel must be approved in writing by the appropriate approving authority.

3. Faculty who lead student group travel (abroad or domestic) must follow all requirements found in TTU Policy 215 (Faculty-led Domestic Trips) and TTU Policy 290 (Faculty-Led Study Abroad Short-Term Programs)

J. Exceptions

1. The President 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 President must be approved by the Chair of the Board of Trustees. Two areas of standing exceptions to the travel policy are provided. The first exception applies only to the President and Tennessee Tech employees traveling in the company of the President. The second exception applies to members of the Tennessee Tech Board of Trustees.
2. All provisions of Sections A through H of this policy shall be applicable unless superseded by the following.
 - a. Transportation: First class travel on common carrier shall be allowable at the option of the above designated persons when accompanying others not employed by Tennessee Tech who are traveling in first class accommodations.
 - b. 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.
3. The second exception - members of the Board of Trustees 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 State's Comprehensive Travel Regulations, provided that necessary approvals shall be made by the President. Members of the Board of Trustees shall be reimbursed by Tennessee Tech for all allowable travel expenses upon submission of a Travel Expense Claim Form and appropriate receipts.

V. Interpretation

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

VI. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(1)(C); Tennessee Department of Finance and Administration: Policy 8 – Comprehensive Travel Regulations

Approved by:

Administrative Council: February 22, 2017; April 6, 2022

University Assembly: April 4, 2017; April 20, 2022

President: November 14, 2025, pursuant to Policy 101, Section VII.A.

Board of Trustees: June 15, 2017; June 23, 2022

Reviewed by:

Administrative Council:

University Assembly:

Tennessee Technological University
Policy No. 506



**General and Group
Travel Policies**

Original Effective Date: July 1, 2017

Revised Dates: July 1, 2022; January 1, 2026

Policy No.: 506

Policy Name: General and Group Travel Policies

Revised Date: July 1, 2022

I. Purpose

This policy sets forth appropriate reimbursement rates and guidelines for all expenses incurred on official business travel for Tennessee Tech. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at Tennessee Tech expense. Specific provisions of the policy also address the travel of Board members. 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.

All travel must be consistent with the educational, research, and professional needs of Tennessee Tech. 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.

II. Review

This policy will be reviewed every two years or whenever circumstances require review, whichever is earlier, by the Associate Vice President for Business and Fiscal Affairs in consultation with the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly, and the Board of Trustees.

III. Definitions

Clerical and Support Employee: for purposes of this policy, employees who are not faculty and who are classified under the Fair Labor Standards Act as non-exempt.

CONUS: U.S. General Services Administration CONUS (Continental United States) reimbursement rates provided by the federal government.

IV. Policy

A. Authorization for general travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with this policy, as may be amended from time to time. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance in accordance with Section B.

- 1.** 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 Tennessee Tech business, or in justifiable pursuit of Tennessee Tech'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 Tennessee Tech.
- 2.** 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/her regular area of employment activity, e.g., office headquarters, campus, or designated location of an employee established in the field.
 - a.** The official station of an employee shall be designated by the appointing authority.
 - b.** It is normally expected that the official station is that location at which the employee spends greater than 50% of his/her working time.
 - c.** For an employee required to be on call (as determined by his/her job description), either overnight or on weekends, the official station of the employee while on call becomes his/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.
 - d.** In the event an employee is temporarily reassigned to a work location other than the usual official station, that location shall become the employee's official station. The employee will not be eligible for reimbursement unless the employee can demonstrate that commuting to the temporary location results in additional expense over the cost of the commute to the usual official station.
- 3.** 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 Tennessee Tech business.
 - a.** Expenses for meals will be allowed when overnight travel is required outside the county of the employee's official station or residence.
 - b.** En route lodging will be allowed for only one day each way on trips of long duration.

- c. 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.
 - d. 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.
- 4. 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.
- 5. Reimbursement for travel expenses shall only be allowed for actual expenses incurred, subject to the maximum limitations ~~shown on the Travel Addendum~~ within CONUS rates.
 - a. Receipts must accompany claims for reimbursement for all expenses exceeding the ~~amount cited on the Travel Addendum~~ CONUS limits.
 - b. Receipts are not required for meals reimbursed by per diem rates, taxi fares, tolls, and ferry fees.
 - c. Lodging receipts are required and must itemize room charges and taxes. No expenses shall be reimbursed until after travel has been completed.
- 6. Internet travel sites such as Expedia, Travelocity, or Kayak can be utilized to purchase single travel services such as an airline ticket. Internet travel sites cannot be used to purchase a package of more than one travel service. Purchases of travel packages that combine services such as lodging, airline, or vehicle rentals are not allowed. These package deals do not usually provide sufficient itemized pricing for each service purchased and therefore do not allow for proper comparison to rates per U. S. General Services Administration for federal employees within the continental United States (CONUS) or conference rates as required by policy.
- 7. Tennessee Tech issued credit cards (Procurement cards) may be used for the advance payment of registration fees, airline tickets, and baggage fees. Tennessee Tech issued travel credit cards (travel cards) may be used for most expenses

incurred while in the state of travel, including advance payment of registration fees, hotel charges, airline tickets, and baggage fees. Gas for personal vehicle usage and meal expenses acquired during travel may not be charged to the travel card. These cards may only be used by the individual whose name appears on the card.

B. Authorization of Travel

- 1.** The President or his/her designee shall have authority to approve travel by employees or students of Tennessee Tech. Each employee should consult with his/her administrative officer for the appropriate department's or division's approval procedures.
- 2.** In State Travel
 - a.** All employees should obtain prior authorization for in state travel by the employee's appropriate approving authority, except as noted in item b. below. Authorization may be verbal, written, or electronic.
 - b.** 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.
 - c.** Employees whose employment requires frequent in state travel may obtain blanket authorization in writing for such travel.
- 3.** Out of State Travel
 - a.** All employees must obtain prior authorization for out of state travel, which must be approved by the employee's appropriate approving authority. The travel expense management ~~system (Chrome River)~~ module should be used to capture this approval by preparing and submitting a pre-approval expense report.
 - b.** The pre-approval report must show the name of the person traveling, purpose of the trip, destinations, date of departure and return, mode of transportation, and estimated expenses. Availability of funds should be verified prior to submitting the report. ~~Estimated expenses will be encumbered on the appropriate funds within the Banner Finance system.~~
 - c.** 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.

- d. Employees whose employment requires frequent out-of-state travel may obtain blanket authorization in writing for such travel.

4. All Other Travel

- a. Authorization for travel by an employee to Alaska, Hawaii, and all out-of-country travel shall be subject to approval by the President (or designee). ~~The travel expense management system should be used for this authorization. A memorandum explaining the purpose of the travel should be attached to the pre-approval report.~~ All academic areas should obtain approval from the Provost and any other required departmental approvals prior to submissiontraveling.
- b. Authorization for travel to Alaska, Hawaii, and all out-of-country travel by the president shall be subject to approval by the Tennessee Tech Board of Trustees.

C. Transportation

1. General

- a. 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.
- b. 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

- a. Transportation for employees traveling singly should be by common carrier (air, train, or bus) whenever practical.

- b.** 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.
- c.** 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.
- d.** Reimbursement for personal vehicle use may be claimed at the lesser of the standard mileage rate or comparable cost of commercial transportation including taxi fares and/or limousine charges.

3. Common Carrier Travel

- a.** When travel is by common carrier, the fare must not exceed the standard coach fare charged the general public, and advantage must be taken of round trip rates when available.
- b.** The employee's copy of the ticket, or an acceptable receipt, must be submitted for reimbursement of common carrier expenses.
- c.** Baggage fees will be allowed when necessary. A receipt is required for reimbursement. Other fees, such as early boarding passes, upgrades, and extra legroom, will not be reimbursed.
- d.** Charges for trip insurance are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance, and therefore will not reimburse for insurance purchases made for trips.

4. Chartered Aircraft

- a.** Generally, faculty and staff (including group travel and athletics) whose duties require travel will use commercial ground and air carriers or an institutional 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).
- b.** The president shall assign the following duties to a responsible official:
 - i.** Reviewing and approving requests for charter air services;
 - ii.** Scheduling charter flights; and

- iii. Informing those who request charter flights of the charter company's policy on canceling scheduled flights.
- c. Charter services will be utilized 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.
- d. 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

- a. When travel by automobile is appropriate, employees may use Tennessee Tech owned automobiles whenever available and feasible. However, Tennessee Tech owned vehicles should be used only on official business.
 - i. When transportation is by a Tennessee Tech owned automobile, tolls, parking, gasoline, and storage expenses are allowable.
 - ii. When using Tennessee Tech owned 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.
 - iii. 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.
 - iv. 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

- i. ~~Mileage reimbursement rates are determined by the State of Tennessee Department of Finance and Administration and can be found on the General Reimbursement Schedule in the State's Comprehensive Travel Regulations~~ Tech University uses current IRS mileage rates for reimbursement..

- ii. The authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items.
 - iii. ~~Google Maps will be used within the~~The travel expense management ~~system~~module utilizes Oracle maps to determine point-to-point and/or vicinity mileage.
 - iv. Procedures for calculating mileage are based on the fact that Tennessee Tech is prohibited from reimbursing employees for normal commuting mileage.
 - v. 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.
 - vi. If 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.
 - vii. If an employee begins or ends a trip at a personal residence without stopping at the employee's official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to the work destination or from the official station to the work destination. Any personal mileage should be deducted.
 - viii. On weekends and holidays, the employee may typically be reimbursed for actual mileage from his/her residence to the destination. 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.
 - ix. The travel claim must indicate the employee's itinerary and must show the official business mileage. Business mileage as indicated by Google Maps in the travel expense management system 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.
 - x. Necessary charges for hotel and airport parking will be allowed.
- c. Automobile Accident Reporting

- i. Tennessee Tech University employees should contact the State of Tennessee Auto Accident Call Center if they are involved in an auto accident while driving a state vehicle, rental, or personal vehicle while on official Tennessee Tech business.
- ii. All employees should have Auto Accident Reporting Instructions and Damage Notification Card in the vehicle when travelling for business purposes.

6. Limousine and Taxi Service

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

7. Car Rentals at Destination

- a. 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. A cost comparison between the automobile rental and alternative methods of transportation must be provided with the request for reimbursement.
- b. Charges for insurance for rented automobiles are not reimbursable. The State of Tennessee is self-insured and does not purchase separate insurance, and therefore will not reimburse for insurance purchases made for rental vehicles.
- c. Employees should refuel before returning vehicles when possible.

8. Tolls and Ferry Fees

- a. Reasonable tolls and ferry fees will be allowed when necessary.
- b. No receipt is required for reimbursement of tolls and ferry fees.

9. Daily Parking Fees

a. 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. All reasonable costs do not require a receipt.

b. Receipt is required if the fee exceeds the maximum indicated per ~~day (see Travel Addendum)~~ CONUS.

10. Unnecessary meals and lodging expenses which are occasioned by the use of an automobile, including taxi, Uber, and other transportation, 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 related parking expenses. Receipts must be furnished on airport and hotel parking ~~exceeding maximum parking allowance in Travel Addendum~~ if the rates are not reasonable.

D. Lodging

1. Lodging expenses incurred within the state while on authorized travel will be reimbursable to the maximum ~~shown on the Travel Addendum~~ per CONUS.

2. Out of State Lodging

a. Lodging expenses incurred out of the state while on authorized travel will be reimbursable to the maximum ~~shown on the Travel Addendum~~ allowed by CONUS.

b. The maximum reimbursement rates for out-of-state travel are the same as those maintained by 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.

c. 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.

3. Lodging expenses incurred while out of the country will be reimbursed at actual expenses with receipts.

4. Additional Lodging Expenses

a. Sales taxes on lodging costs will be reimbursable.

- b. 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 when attached to the travel claim.
- c. Any exceptions must be approved by the President.

5. Shared Lodging

- a. 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 receipt for the entire amount should be submitted with both claims.
- b. 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.
- c. If a room is shared with other than a state employee, actual cost subject to the maximum in the ~~Travel Addendum~~ CONUS rates will be allowed.

E. Meals

1. In-State and Out-of-State Meals

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

- f. 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.
 - g. Reimbursement for M&I for the day of return shall be three-fourths of the M&I rate applicable to the preceding calendar day.
 - h. The CONUS [M&I Breakdown](#) should be used to determine the single meal allowance and the three-fourths calculation, when appropriate.
 - i. Reimbursement for meals will not be permitted when overnight travel is not involved.
- 2. Out-of-country meals are reimbursed at the [respective regional](#) Outside CONUS ([OCONUS](#)) per diem rate [pre-loaded into the travel expense module](#). Reimbursements for actual receipts can be reimbursed if kept.
 - 3. When the expenses for an official banquet of a meeting or conference are in excess of the meal allowance, the excess will be allowed provided a receipt or proper explanation of the charge is submitted.

F. Miscellaneous Expenses

- 1. 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, Internet and Fax Expenses
 - a. Charges for long distance telephone calls, internet, and/or fax on official business will be allowed.
 - b. Charges for necessary local calls on official business will be allowed.
- 3. 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. Fees for the handling of equipment or promotional materials will be allowed up to ~~the~~ maximum ~~indicated (see Travel Addendum)~~ of \$20.00 per hotel.

G. Claims

1. Expense reports in the travel expense management ~~system (Chrome River), approved by the Vice President for Planning and Finance, shall be used~~ module shall be used for reimbursement of expenses. Non-employees will utilize a request form in the Procurement module of the enterprise resource planning (ERP) system for reimbursement of expenses.
2. The report must show movement and detail of expenses on a daily basis, be approved by the employee, and be approved by the appropriate approving authority prior to reimbursement.
3. Receipts for appropriate expenses must be attached and submitted with the expense report for reimbursement.
4. Expenses for books, supplies, postage, and other items that do not constitute actual traveling expenses should not be included in the expense report.
5. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel.
6. Complete travel claims and requisitions in accordance with the [Procedures Manual for Completing Travel Claims and Requisitions](#).

H. Travel Advances

1. Normally travel expenses should be paid using a Tennessee Tech travel card, when authorized, or 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 temporary travel advances. Travel advances for Clerical and Support employees are approved by their immediate supervisor. Travel advances for exempt employees must be approved by the President or his/her designee.
2. Temporary Travel Advances
 - a. When temporary travel is authorized for an employee, the employee should exhaust all efforts to obtain a travel card, when feasible. In emergency situations, or when a travel card is not practical, an 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.

- b.** An amount equal to 80% of the estimated out of pocket expenditures will be allowed as an advance, however, no advance less than \$100 will be made.
- c.** 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.

3. Payroll Deduction Authorization

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

4. Expense Claim

- a.** Upon return, the employee should submit an expense claim detailing his/her actual expenditures. This claim should show the total expenses incurred. The advanced amount should be subtracted from this total. The excess expenses will be reimbursed to the employee.
- b.** 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.
- c.** In the latter instance, the expense account claim should be forwarded to the business office with notification to file it with the advance request.

5. Non-business Expenses

- a.** You are eligible for reimbursement of travel expenses if your trip was entirely business related.
- b.** 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.

- c. 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.
- d. Additional days are not considered business related unless they are necessary to provide rest or sleep required for you to properly perform your duties.

I. Athletic and Other Student Group Travel

1. Athletic Recruiting

- a. If a staff member has a "courtesy vehicle" due to his/her association with Tennessee Tech, the maximum rate allowed will be the rate allowed under these policies, less the portion of the IRS business standard mileage rate treated as depreciation.
- b. The following are subject to prior approval by the president or designee:
 - i. Blanket travel authorization for scouting or recruiting; and
 - ii. The travel of visitors and guests at institutional expense for any occasion related to recruiting.
- c. The actual cost of guest meals may be claimed when incurred by a staff member for recruiting purposes. Such claims must be submitted in appropriate detail. Receipts are required.

d. Student Recruits

- i. Staff members are responsible for compliance with pertinent NCAA and conference rules regarding student recruits.
- ii. Lodging in campus facilities may be arranged if space is available. If campus space is not available, arrangements may be made for lodging in local motels/hotels, and, with the approval of the athletic director or designee, may be charged to the athletic department.
- iii. If available, the use of campus dining services should be arranged and costs may be charged to the athletic department. If necessary, staff members will be reimbursed at cost for off-campus meals, with reasonable and customary gratuities allowed. Receipts must accompany claims.

- iv. Transportation may be arranged through a local travel service and charged to the athletic department with the approval of the athletic director or designee. Automobile mileage may be reimbursed to a student recruit at the maximum rate allowed under this policy and procedures for the use of a personal vehicle.
- v. Entertainment expenses may be reimbursed at cost within NCAA and conference rules.

2. Travel

- a. Institution officials and guests of the institution that accompany the team or student groups on trips must be approved in advance by the President or designee.
- b. In all cases, team and group transportation will be arranged through established institutional procedures, and travel itineraries are to be arranged in advance.
 - i. Documentation must be maintained in the athletic or other appropriate departments or offices indicating that various cost alternatives have been explored before making all arrangements and reservations.
 - ii. However, if such arrangements are made by Tennessee Tech's purchasing office, that office should maintain the appropriate documentation.
- c. A roster of all individuals on a particular trip must be included with the itinerary documentation for proper accounting and auditing purposes and filed with the travel expense report.
- d. Receipts are required for all team or group travel expenses.
- e. Actual lodging expenses will be reimbursed.
 - i. Documentation must be maintained in the athletic department or other appropriate department or office indicating that various cost alternatives have been explored before making all arrangements and reservations.
 - ii. However, if such arrangements are made by the institution's purchasing office, that office should maintain the appropriate documentation.

- f. Miscellaneous expenses, such as movies while on trips, must be supported by receipts.
 - g. Telephone calls by staff members for business purposes may be claimed with documentation
 - h. Individual meals associated with team or group travel will follow this policy.
 - i. All team or group meals and snacks will be reimbursed at actual cost.
 - i. Gratuities not to exceed reasonable and customary rates are allowed.
 - ii. Appropriate documentation and receipts are required.
 - j. All travel claims and requisitions for team or group travel must be approved in writing by the appropriate approving authority.
- 3. Faculty who lead student group travel (abroad or domestic) must follow all requirements found in TTU Policy 215 (Faculty-led Domestic Trips) and TTU Policy 290 (Faculty-Led Study Abroad Short-Term Programs)

J. Exceptions

- 1. The President 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 President must be approved by the Chair of the Board of Trustees. Two areas of standing exceptions to the travel policy are provided. The first exception applies only to the President and Tennessee Tech employees traveling in the company of the President. The second exception applies to members of the Tennessee Tech Board of Trustees.
- 2. ~~The first exception related to the President corresponds with Exception Number Three of the State's Comprehensive Travel Regulations. Special rates for this exception are found in the 506 Travel Addendum titled Special Rates Under Exception One.~~ All provisions of Sections A through H of this policy shall be applicable unless superseded by the following.
 - a. Transportation: First class travel on common carrier shall be allowable at the option of the above designated persons when accompanying others not employed by Tennessee Tech who are traveling in first class accommodations.

- b. 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.
- 3. The second exception - members of the Board of Trustees 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 State's Comprehensive Travel Regulations, provided that necessary approvals shall be made by the President. Members of the Board of Trustees shall be reimbursed by Tennessee Tech for all allowable travel expenses upon submission of a Travel Expense Claim Form and appropriate receipts. ~~Special rates for this exception are found in the following addendum under the title Special Rates Under Exception Two.~~

V. Interpretation

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

VI. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(1)(C); Tennessee Department of Finance and Administration: Policy 8 – Comprehensive Travel Regulations

Approved by:

Administrative Council: February 22, 2017; April 6, 2022

University Assembly: April 4, 2017; April 20, 2022

President: November 14, 2025, pursuant to Policy 101, Section VII.A.

____ Board of Trustees: June 15, 2017; June 23, 2022

Reviewed by:

____ Administrative Council:

____ University Assembly:



Agenda Item Summary

Date: December 4, 2025

Agenda Item: TTU Policy 511 (Payment of Student Fees and Enrollment)

☐

Review

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Action

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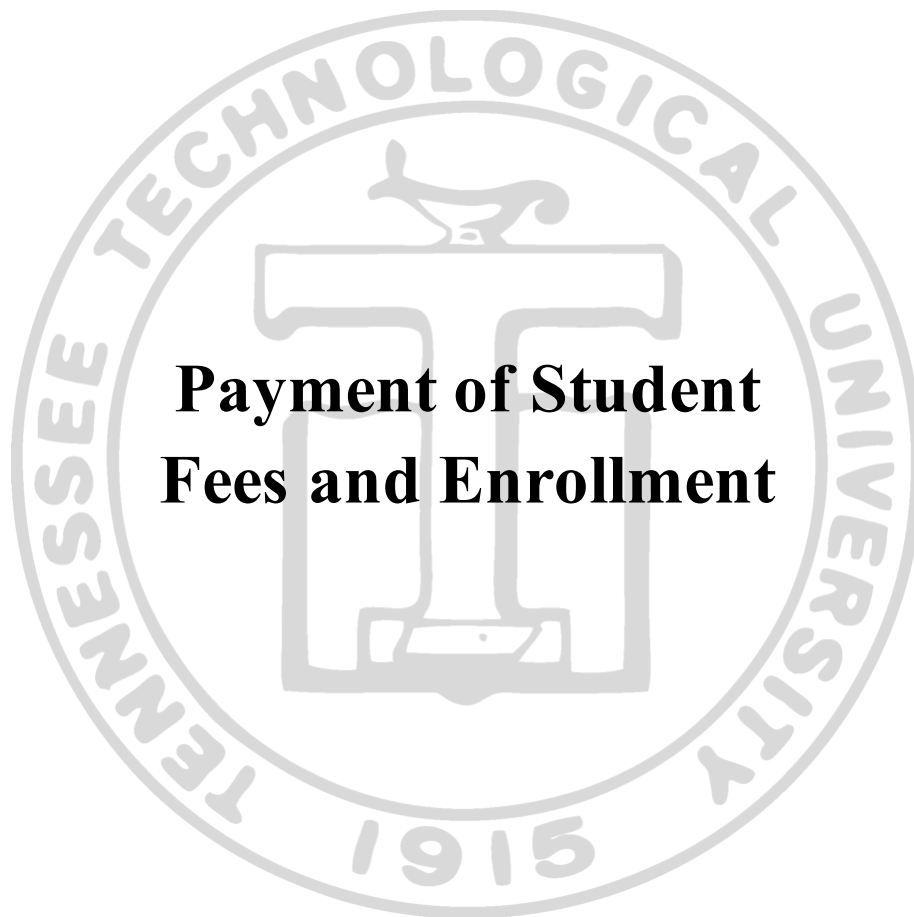
No action required

PRESENTER(S): Dr. Claire Stinson, Vice President for Planning & Finance

PURPOSE & KEY POINTS:

This policy has been updated to align with Federal Regulations 34CFR 668.14(b)(33) and 34 CFR 668.14(b)(34). These regulations prohibit institutions from withholding transcripts when institutional charges are paid using Title IV funds. Additionally, institutions are prevented from taking adverse actions against students for balances resulting from institutional errors in administering Title IV funds or if fraud or misconduct by the institution or its personnel has occurred.

**Tennessee Technological University
Policy No. 511**



**Payment of Student
Fees and Enrollment**

Original Effective Date: July 1, 2017

Reviewed with No Changes: September 20, 2024

Revised Date: January 1, 2026

Policy No.: 511

Policy Name: Payment of Student Fees and Enrollment

I. Purpose

To provide guidance regarding student accounts including charges, payments, and enrollment.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Financial Services in consultation with the Associate Vice President for Business and Fiscal Affairs and the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly, and the Board of Trustees.

III. Scope

This policy applies to student enrollment and resulting fee charges, the resolution of these charges by student payment, scholarships, or acceptable commitments from outside agencies or organizations, the point at which individuals may be considered and counted as enrolled students, and other charges to student accounts.

IV. Definition

Deferred Payment Plan: a payment plan for Fall and Spring semesters, which allows fees to be paid in installments

V. Policy

Tennessee Tech should, to the extent practicable, require payment in advance for all services and goods to avoid the creation of receivables in accordance with this policy.

A. Student Fees and Enrollment Status

1. All assessed fees by Tennessee Tech are due and payable at the time of registration.
2. Tennessee Tech may implement a deferred payment plan for payment of student fees. See TTU Policy 511.3 (Deferred Payment Plan).
3. An applicant for admission to Tennessee Tech will be considered enrolled and counted as a student when:
 - a. all assessed fees have been paid unless otherwise noted in policy
 - b. the initial minimum payment due under any deferred payment plans has been paid; or

- c. an acceptable commitment from an agency or organization approved by the institution has been received by the institution.
4. An applicant will not be considered for admission as a student until all past due debts and obligations to the institution incurred in prior academic terms, of whatever nature, have been paid.
 - a. Tennessee Tech has the discretion to allow enrollment when the outstanding obligation is \$200 or less or outstanding obligation is due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined in 34 CFR 668.14(b)(33).
 - b. Diplomas, transcripts, certificates of credit, or grade reports will still be withheld until the student involved has satisfied all debts or obligations or the debts or obligations meet the criteria established in T.C.A. §49-7-166. See TTU Policy 504 (Collection of Accounts Receivable).
 - i. Transcripts may be released without all debt or obligations being satisfied if the debt or obligation is due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined in 34 CFR 668.14(b)(33), or if any credits were funded, in whole or in part, with Title IV funds and for which all institutional charges were paid or included in an agreement to pay for the payment period at the time the request is made 34 CFR 668.14(b)(34).
 - c. All outstanding debts and obligations must be fully satisfied by the 14th day purge of the semester in which enrollment with outstanding debt was allowed. In extenuating circumstances, exceptions may be granted by the Bursar with an established payment plan, when appropriate.
 - i. Outstanding debts or obligations due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined in 34 CFR 668.14(b)(33) do not have to be satisfied by the 14th day purge of a semester in which enrollment with outstanding debt was allowed.
5. An applicant shall possess an acceptable commitment when an application for financial aid has been timely submitted with the reasonable probability of receiving such. All state financial aid granted to a student shall be applied to pay maintenance fees or tuition, student dormitory or residence hall rental, board, and other assessed fees before any excess may be distributed to the student.
6. Agencies or organizations which may be approved by the institution for purposes of making acceptable commitments for applicants shall be limited to agencies of the federal or state governments authorized to provide financial aid, established financial institutions within the state, established in-state and out-of-state corporations which employ the applicant, foreign embassies and foreign

corporations, and other organizations within the state which have previously demonstrated the ability to pay the commitment.

- a.** An acceptable commitment from an agency or organization shall be limited to a commitment which identifies the applicant and promises to pay all unpaid assessed fees for such applicant.
 - b.** No commitments from individuals will be accepted on behalf of applicants.
- 7.** When an applicant tenders payment of fees by means of a personal check or credit card, the applicant may be considered and counted as a student. If the payment is subsequently dishonored by the financial institution, and the payment is not redeemed in cash, the institution has the option to not consider that student as enrolled for the term.
 - a.** At the discretion of Tennessee Tech, the student may be considered enrolled and will be assessed the applicable returned payment fee, the applicable late registration fee, and will be denied grade reports, transcripts and future registration privileges until such dishonored payment is redeemed.
 - b.** Pursuant to T.C.A. § 49-7-166, diplomas, transcripts, certificates of credit, and grade reports cannot be withheld for debts that are equal to or less than \$100.
 - c.** Tennessee Tech may deny future check writing privileges to students that have paid registration fees with checks that are subsequently dishonored.
 - d.** Tennessee Tech has the discretion to allow enrollment in the following semester when the outstanding obligation is \$200 or less or outstanding obligation is due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined in 34 CFR 668.14(b)(33).
 - e.** The university will continue to withhold diplomas, transcripts, certificates of credit, or grade reports until the student involved has satisfied all debts or obligations or such meet the criteria established in T.C.A. § 49-7-166.
 - i.** Transcripts may be released without all debt or obligations being satisfied if the debt or obligation is due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined in 34 CFR 668.14(b)(33).
 - f.** All outstanding debts must be fully satisfied by the 14th day purge of the semester in which enrollment with outstanding debt was allowed. In extenuating circumstances, exceptions may be granted by the Bursar with an established payment plan, when appropriate.
 - i.** Outstanding debts or obligations due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined

in 34 CFR 668.14(b)(33) do not have to be satisfied by the 14th day purge of a semester in which enrollment with outstanding debt was allowed.

g. Although Tennessee Tech has discretion in how the above situations will be handled, all students must be treated the same at the university.

8. Tennessee Tech is authorized, subject to approval by the Board of Trustees, to establish charges for late registration and/or payments which are returned dishonored, and such charges shall become assessed fees for purposes of admission.

B. Scholarship awards made through [ScholarWeb](#) are automatically applied to student accounts. Departments not using ScholarWeb must submit scholarship documentation to the Financial Aid Office prior to registration for the semester to which awards apply.

VI. Interpretation

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

VII. Citation of Authority for Policy

T.C.A. § 49-7-166; T.C.A. § 49-8-203(a)(1)(C)

34 CFR 668.14(b)(33)

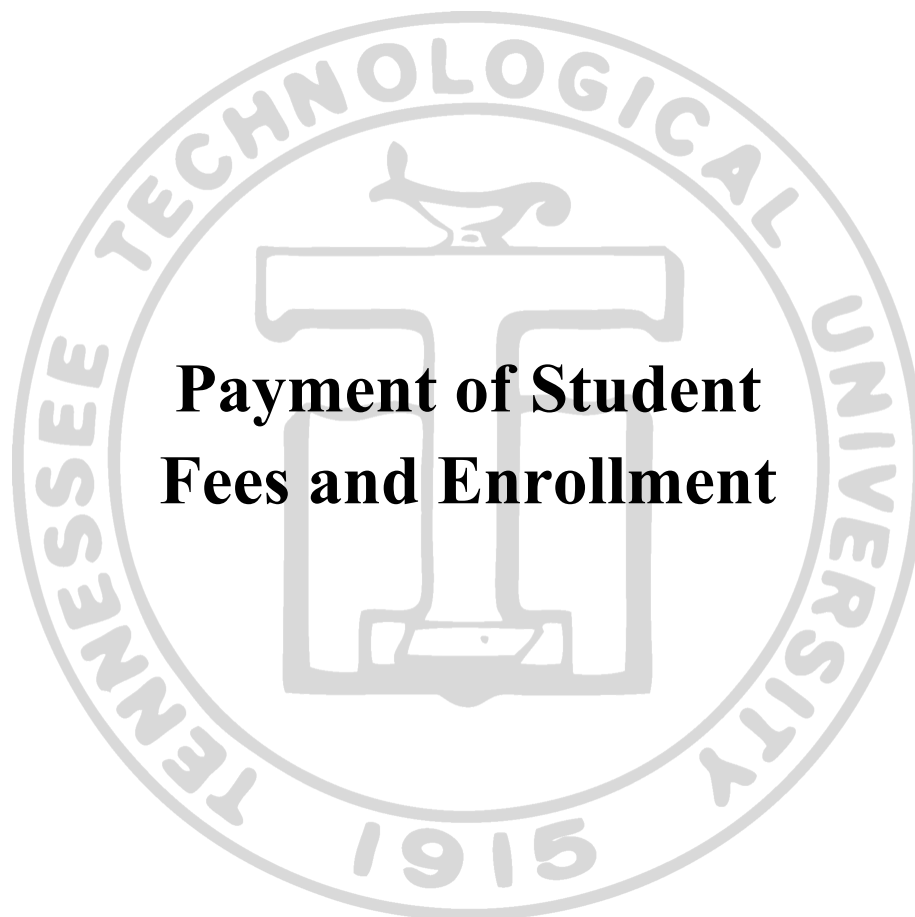
Approved by:

Administrative Council: February 22, 2017; September 24, 2025

University Assembly: April 19, 2017; November 19, 2025

Board of Trustees: March 23, 2017

Tennessee Technological University
Policy No. 511



**Payment of Student
Fees and Enrollment**

Original Effective Date: July 1, 2017

Reviewed with No Changes: September 20, 2024

Revised Date: January 1, 2026

Original Effective Date: July 1, 2017

Reviewed with No Changes: September 20, 2024

Revised Date: January 1, 2026

Policy No.: 511

Policy Name: Payment of Student Fees and Enrollment—

I. Purpose

To provide guidance regarding student accounts including charges, payments, and enrollment.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Director of Financial Services in consultation with the Associate Vice President for Business and Fiscal Affairs and the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly, and the Board of Trustees.

III. Scope

This policy applies to student enrollment and resulting fee charges, the resolution of these charges by student payment, scholarships, or acceptable commitments from outside agencies or organizations, the point at which individuals may be considered and counted as enrolled students, and other charges to student accounts.

IV. Definition

Deferred Payment Plan: a payment plan for Fall and Spring semesters, which allows fees to be paid in installments

V. Policy

Tennessee Tech should, to the extent practicable, require payment in advance for all services and goods to avoid the creation of receivables in accordance with this policy.

A. Student Fees and Enrollment Status

1. All assessed fees by Tennessee Tech are due and payable at the time of registration.
2. Tennessee Tech may implement a deferred payment plan for payment of student fees. See TTU Policy 511.3 (Deferred Payment Plan).
3. An applicant for admission to Tennessee Tech will be considered enrolled and counted as a student when:
 - a. all assessed fees have been paid unless otherwise noted in policy
 - b. the initial minimum payment due under any deferred payment plans has been paid; or

- c. an acceptable commitment from an agency or organization approved by the institution has been received by the institution.
- 4. An applicant will not be considered for admission as a student until all past due debts and obligations to the institution incurred in prior academic terms, of whatever nature, have been paid.
 - a. Tennessee Tech has the discretion to allow enrollment when the outstanding obligation is \$200 or less or outstanding obligation is due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined in 34 CFR 668.14(b)(33).
 - b. Diplomas, transcripts, certificates of credit, or grade reports will still be withheld until the student involved has satisfied all debts or obligations or the debts or obligations meet the criteria established in T.C.A. §49-7-166. See TTU Policy 504 (Collection of Accounts Receivable).
 - i. Transcripts may be released without all debt or obligations being satisfied if the debt or obligation is due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined in 34 CFR 668.14(b)(33), or if any credits were funded, in whole or in part, with Title IV funds and for which all institutional charges were paid or included in an agreement to pay for the payment period at the time the request is made 34 CFR 668.14(b)(34).
 - c. All outstanding debts and obligations must be fully satisfied by the 14th day purge of the semester in which enrollment with outstanding debt was allowed. In extenuating circumstances, exceptions may be granted by the Bursar with an established payment plan, when appropriate.
 - i. Outstanding debts or obligations due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined in 34 CFR 668.14(b)(33) do not have to be satisfied by the 14th day purge of a semester in which enrollment with outstanding debt was allowed.
- 5. An applicant shall possess an acceptable commitment when an application for financial aid has been timely submitted with the reasonable probability of receiving such. All state financial aid granted to a student shall be applied to pay maintenance fees or tuition, student dormitory or residence hall rental, board, and other assessed fees before any excess may be distributed to the student.
- 6. Agencies or organizations which may be approved by the institution for purposes of making acceptable commitments for applicants shall be limited to agencies of the federal or state governments authorized to provide financial aid, established financial institutions within the state, established in-state and out-of-state corporations which employ the applicant, foreign embassies and foreign

corporations, and other organizations within the state which have previously demonstrated the ability to pay the commitment.

- a. An acceptable commitment from an agency or organization shall be limited to a commitment which identifies the applicant and promises to pay all unpaid assessed fees for such applicant.
 - b. No commitments from individuals will be accepted on behalf of applicants.
- 7. When an applicant tenders payment of fees by means of a personal check or credit card, the applicant may be considered and counted as a student. If the payment is subsequently dishonored by the financial institution, and the payment is not redeemed in cash, the institution has the option to not consider that student as enrolled for the term.
 - a. At the discretion of Tennessee Tech, the student may be considered enrolled and will be assessed the applicable returned payment fee, the applicable late registration fee, and will be denied grade reports, transcripts and future registration privileges until such dishonored payment is redeemed.
 - b. Pursuant to T.C.A. § 49-7-166, diplomas, transcripts, certificates of credit, and grade reports cannot be withheld for debts that are equal to or less than \$100.
 - c. Tennessee Tech may deny future check writing privileges to students that have paid registration fees with checks that are subsequently dishonored.
 - ~~d. Although Tennessee Tech has the discretion in how these situations will be handled, all students must be treated the same at the university.~~
 - ~~e.d. Tennessee Tech has the discretion to allow enrollment in the following semester when the outstanding obligation is \$200 or less to allow enrollment in the following semester when the outstanding obligation is \$200 or less or outstanding obligation is due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined in 34 CFR 668.14(b)(33).~~
 - ~~f.e.~~ The university will continue to withhold diplomas, transcripts, certificates of credit, or grade reports until the student involved has satisfied all debts or obligations or such meet the criteria established in T.C.A. § 49-7-166.
 - ~~i. Transcripts may be released without all debt or obligations being satisfied if the debt or obligation is due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined in 34 CFR 668.14(b)(33).~~
 - ~~g.f.~~ All outstanding debts must be fully satisfied by the 14th day purge of the semester in which enrollment with outstanding debt was allowed. In

extenuating circumstances, exceptions may be granted by the Bursar with an established payment plan, when appropriate.

i. Outstanding debts or obligations due to school error in administering Title IV or any fraud or misconduct by the institution or its personnel as defined in 34 CFR 668.14(b)(33) do not have to be satisfied by the 14th day purge of a semester in which enrollment with outstanding debt was allowed.

g. Although Tennessee Tech has discretion in how the above situations will be handled, all students must be treated the same at the university.

8. Tennessee Tech is authorized, subject to approval by the Board of Trustees, to establish charges for late registration and/or payments which are returned dishonored, and such charges shall become assessed fees for purposes of admission.

B. Scholarship awards made through [ScholarWeb](#) are automatically applied to student accounts.—Departments not using ScholarWeb must submit scholarship documentation to the Financial Aid Office prior to registration for the semester to which awards apply.

VI. Interpretation

The Vice President for Planning and Finance or his/her designee has the final authority to interpret the terms of this policy.

VII. Citation of Authority for Policy

T.C.A. § 49-7-166; T.C.A. § 49-8-203(a)(1)(C)

34 CFR 668.14(b)(33)

Approved by:

- Administrative Council: February 22, 2017–; September 24, 2025
- University Assembly: April 19, 2017; November 19, 2025
- Board of Trustees: March 23, 2017



Agenda Item Summary

Date: December 4, 2025

Agenda Item: TTU Policy 536 (Solicitation and Acceptance of Gifts)

☐

Review



Action

☐

No action required

PRESENTER(S): Dr. Claire Stinson, Vice President for Planning & Finance

PURPOSE & KEY POINTS:

This policy has been simplified by removing procedures used by staff when fund raising. The procedures have been placed into a procedures document that staff can access as needed.

Tennessee Tech University
Policy No. 536



**Solicitation and
Acceptance of
Gifts**

Effective Date: July 1, 2017

Revised Date: January 1, 2026

Policy No: 536

Policy Name: Solicitation and Acceptance of Gifts

I. Purpose

The purpose of this policy is to establish responsibilities and procedures regarding the solicitation and acceptance of Gifts to Tennessee Tech. Gift acceptance policies and procedures for Tennessee Tech are designed to provide prospective donors with the greatest flexibility—within legal parameters—in making Gifts in support of Tennessee Tech’s mission. In addition, these policies and procedures seek to do the following:

- A. Protect the interests of donors of charitable Gifts to Tennessee Tech;
- B. Protect the interests of Tennessee Tech; and
- C. Delineate the administrative responsibilities of Tennessee Tech with respect to charitable Gifts received.

II. Review

This policy will be reviewed yearly or whenever circumstances require review, whichever is earlier, under the leadership of the Vice President for University Advancement in consultation with the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly, and the Board of Trustees.

III. Scope

The scope of the Gift acceptance policy is limited to structures and programs housed within Tennessee Tech and Gifts specifically directed to Tennessee Tech and under its control. Pursuant to an agreement between Tennessee Tech and the Tennessee Technological University Foundation (hereinafter “Foundation”), the Foundation is the preferred vehicle to receive private Gifts supporting Tennessee Tech, except in those circumstances where a donor has specifically directed in writing that a gift be received and held by the university.

IV. Definitions

- A. Gift: where the donor:
 - 1. Intends to make a charitable contribution (donative intent);
 - 2. Does not receive any goods or services or provision for exclusive information in return, except as provided in Internal Revenue Service guidelines;
 - 3. Does not retain any implicit control over the Gift once made and accepted by Tennessee Tech; and
 - 4. Awards the Gift irrevocably.

V. Policy/Procedure

A. General Statement

1. The Board of Trustees recognizes the vital importance of Gifts to Tennessee Tech.
2. The Board of Trustees authorizes and encourages Tennessee Tech to solicit and accept Gifts for purposes that are consistent with the mission.
3. The President is authorized to accept Gifts on behalf of Tennessee Tech, subject to the following conditions:
 - a. Only the Board of Trustees may accept a Gift if board acceptance is a condition set by the donor;
 - b. Only the President and Board of Trustees may accept Gifts of real property or any permanent interest in real property, and title must be conveyed to the Board on behalf of Tennessee Tech, in the name of Tennessee Tech for the use and benefit of Tennessee Tech.
 - c. Any acquisition of real property by Gift or devise that obligates Tennessee Tech to expend State of Tennessee funds for capital improvements or continuing operating expenditures must be approved by the State Building Commission in accordance with T.C.A. § 4-15-102(d)(2) prior to acceptance by the President and Board of Trustees. Any such Deed transferring title to Tennessee Tech shall not be recorded until the State Building Commission has approved the acceptance of the Gift property.
4. Tennessee Tech values and is responsible for its integrity, independence, and freedom to pursue its mission to support its programs. Tennessee Tech will not accept Gifts that are overly restrictive in its ability to use them in support of its mission.
5. Gifts with conditions of use such as the development of a new academic program or use on a new capital project must be approved by the President prior to acceptance.
6. The President and Board of Trustees must approve gifts of property subject to an indebtedness prior to acceptance.
7. The President shall designate the campus official(s) authorized to approve and

conduct activities for the purpose of soliciting Gifts to Tennessee Tech.

B. Gift Acceptance Committee

1. The Gift Acceptance Committee is comprised of the Vice President for University Advancement, Vice President for Planning and Finance, and the Executive Director for University Advancement, who chairs the committee.
2. As needed and appropriate, other Tennessee Tech staff will serve as resources to the committee.
3. The committee is charged with gathering, analyzing, and reviewing non-traditional Gifts or Gift opportunities. When appropriate, the committee will make a written recommendation to the President/Board of Trustees as to the acceptance of the Gift.

C. For purposes of distinguishing university Gifts and related procedures from those of the Foundation established pursuant to Tennessee Tech Policy 535 (Foundations):

1. Tennessee Tech may not accept Gifts specifically intended for the Foundation.
2. In general, Tennessee Tech resources may not be used to meet conditions of Gifts to the Foundation
3. Tennessee Tech must maintain records of Gifts to the university separate from those of Gifts to the Foundation

VI. Interpretation

The Vice President for University Advancement and the Vice President for Planning and Finance, or their designees, jointly have the final authority to interpret the terms of this policy.

VII. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(2)

Approved by:

Administrative Council: April 5, 2017; October 29, 2025

University Assembly: April 19, 2017; November 19, 2025

Board of Trustees: June 15, 2017

Tennessee Tech University
Policy No. 536



**Solicitation and
Acceptance of
Gifts**

Original Effective Date: July 1, 2017

~~Reviewed with No Changes: October 9, 2019~~ Revised Date: January 1, 2026

Policy No: 536

Policy Name: Solicitation and Acceptance of Gifts

I. Purpose

The purpose of this policy is to establish responsibilities and procedures regarding the solicitation and acceptance of Gifts to Tennessee Tech. Gift acceptance policies and procedures for Tennessee Tech are designed to provide prospective donors with the greatest flexibility—within legal parameters—in making Gifts in support of Tennessee Tech’s mission. In addition, these policies and procedures seek to do the following:

- A. Protect the interests of donors of charitable Gifts to Tennessee Tech;
- B. Protect the interests of Tennessee Tech; and
- C. Delineate the administrative responsibilities of Tennessee Tech with respect to charitable Gifts received.

~~Tennessee Tech values and is responsible for its integrity, independence, and freedom to pursue its mission to support its programs. Tennessee Tech will not accept Gifts that are overly restrictive in its ability to use them in support of its mission.~~

II. Review

This policy will be reviewed yearly or whenever circumstances require review, whichever is earlier, under the leadership of the Vice President for University Advancement in consultation with the Vice President for Planning and Finance, with recommendations for revision presented to the Administrative Council, University Assembly, and the Board of Trustees.

III. Scope

The scope of the Gift acceptance policy is limited to structures and programs housed within Tennessee Tech and Gifts specifically directed to Tennessee Tech and under its control. Pursuant to an agreement between Tennessee Tech and the Tennessee Technological University Foundation (hereinafter “Foundation”), the Foundation is the preferred vehicle to receive private Gifts supporting Tennessee Tech. ~~However, should a donor specifically direct the Gift to Tennessee Tech, this policy will govern that Gift.~~

IV. Definitions

- ~~A.—Bargain Sale: generally occurs whenever property is sold to Tennessee Tech for less than its Fair Market Value.~~
- ~~B.—Bequests: provisions donors make through their wills or similar documents to provide assets to Tennessee Tech. Donors can change bequests, i.e., they are revocable.~~
- ~~C.—Bonds: debt instruments from which the bondholder receives interest.~~

- ~~D.—Cash Gifts: gifts where the donor does not retain any interest and can either be Unrestricted and available for use at Tennessee Tech’s discretion or they can be Restricted for use in a particular Tennessee Tech program, or purpose, including Endowment. Cash Gifts can be made through currency, check, electronic funds transfer, wire transfer, credit/debit card, automatic deductions from bank accounts, or payroll deduction by Tennessee Tech employees.~~
- ~~E.—Charitable Trusts: trusts in which donors place substantial funds or assets into irrevocable trusts with an independent trustee. CT assets are to go to Tennessee Tech on the death of the donor (and/or any specified beneficiaries), with the donor and/or any specific beneficiaries to receive regular payments from the CT during their lifetimes.~~
- ~~F.—Closely Held Business Stock: securities that are not broadly or publicly traded, including “C” Corp and “S” Corp stock.~~
- ~~G.—Disposal: right of Tennessee Tech to dispose of the Tangible Personal Property as it sees fit, including selling, recycling, or other means.~~
- ~~H.—Donor Advised Funds: private funds administered by a third party for the purpose of managing charitable Gifts on behalf of an individual or family. A Donor Advised Fund allows the donor or others designated by the donor to make recommendations regarding charitable Grants made by the fund. The donor generally has significant latitude in directing these funds, but the foundation must, by law, retain the ability to ultimately direct Grants made by the fund.~~
- ~~I.—Electronic Delivery: donor holds securities in brokerage/trust account and instructs broker to transfer stock/bond to an account in Tennessee Tech’s name.~~
- ~~J.—Endowment: Gifts made to Tennessee Tech and in which the donors and Tennessee Tech agree that the principal will not be expendable, except under terms of the Gift agreement. Endowment Gifts must adhere to TTU Policy 522 (University Endowment Funds).~~

Fair Market Value: amount of money at which property would sell between a willing buyer and seller and is the value Tennessee Tech will use to value Tangible Personal Property, regardless of the value the donor may be able to claim as a deduction for income tax purposes., except in those

circumstances where a donor has specifically directed in writing that a gift be received and held by the university.

IV. Definitions

~~K.~~

~~L.A.~~ Gift: where the donor:

1. Intends to make a charitable contribution (donative intent);
2. Does not receive any goods or services or provision for exclusive information in return, except as provided in Internal Revenue Service guidelines;
3. Does not retain any implicit control over the Gift once made and accepted by Tennessee Tech; and
4. Awards the Gift irrevocably.

~~M. Grants: typically made by corporations, foundations, or other organizations, may be treated as philanthropic contributions or Gifts as long as the terms of the Grants do not involve a contractual, quid pro quo relationship and/or proprietary deliverables back to the organization making the grant.~~

~~N. IRA or Qualified Retirement Plan: Gifts in which donors make provisions that some or all of their retirement plan assets are distributed directly to Tennessee Tech upon donors' deaths.~~

~~O. Life Insurance: both in force and new policies that are used to make charitable Gifts to Tennessee Tech.~~

~~P. Mutual Funds: vehicles in which investors pool their capital to buy Stocks or other securities selected by professional investors; may be comprised of Stocks, Bonds, or both.~~

~~Q. Private Foundations: generally founded by an individual, a family, or a group of individuals, and are organized either as a nonprofit corporation or as a Charitable Trust. Donors can appoint themselves, as well as other family members or friends, to sit on the foundation's governing board. A Private Foundation must make minimum distributions of a percentage of its net~~

~~investment assets each year, regardless of actual income earned. Distributions must be made to public organizations for charitable purposes.~~

~~**R.**—Publicly Traded Securities: Stocks and Bonds that are regularly traded on a public stock exchange.~~

~~**S.**—Real Estate Gifts: examples of Real Estate Gifts include single and multiple family residences, condominiums, apartment buildings, rental property, commercial property, farms, and undeveloped land.~~

~~**T.**—Restricted: Gifts donors make to Tennessee Tech for specific purposes (e.g., scholarship program, specific research project, Endowment) consistent with Tennessee Tech's mission.~~

~~**U.**—Retained Life Estate Gifts: Gifts of real property where Tennessee Tech does not take possession until the owner has ceased to retain his/her interest in the property. Examples of such Gifts are homes, condominiums, and farms, where the donor continues to occupy the residence or operate the farm without disruption during the donor's life. Thereafter, the residence or farm will either be sold or used by Tennessee Tech for purposes specified by the donor, if any.~~

~~**V.**—Series EE Bonds: purchased for 50 percent of their face value; difference between the value at maturity and their purchase price is taxed at the donor's ordinary income tax rate. Donors may not make a Gift of Series EE Bonds directly to a nonprofit organization without first being taxed on any accumulated income. Most donors will have deferred the taxation of interest on these Bonds and will most likely incur a substantial tax liability upon Gifting them to Tennessee Tech.~~

~~**W.**—Stocks: equity investments that represent ownership interest in a corporation; shareholders may receive a distribution of corporate profits through dividends.~~

~~**X.**—Supporting Organizations: sometimes called supporting foundations—are separate nonprofit corporations that operate under a non-profit organization's charitable umbrella. Through their own boards (on which the donors may choose to serve), Supporting Organizations determine their own investment strategies and grant priorities. They have flexibility, similar to that of a Private~~

~~Foundation, but donors avoid the associated costs, excise taxes, and legal and administrative obligations of a Private Foundation, including minimum distribution requirements.~~

~~**Y.**—Tangible Personal Property: any personal property (other than real property) that is subject to personal ownership. Examples can include personal collections of art, books, coins, or movies; cars, boats, and aircraft; animals, such as livestock; equipment; software; printed materials; and food or other items used for hosting dinners. Such property may include Gifts donated for purposes of being auctioned at charity fundraising events.~~

~~**Z.**—Unrestricted Gifts: made by donors for uses determined by Tennessee Tech, i.e., donors do not place any restrictions on how Tennessee Tech can use their Gifts.~~

~~**AA.** U.S. Treasury Agency Securities: Securities issued by agencies of the U.S. Government (e.g., Federal National Mortgage Association).~~

~~**BB.** U.S. Treasury Bills: short term (less than 1 year) securities issued by the U.S. Government; holder receives face amount at maturity.~~

~~**CC.** U.S. Treasury Bonds/Notes: U.S. Government-issued Bonds with maturities from 1 to 30 years; holder receives face amount at maturity.~~

~~**DD.** Zero Coupon Bonds: Bonds that are purchased at a discount and reach face value at maturity.~~

V. Policy/Procedure

A. General Statement

1. The Board of Trustees recognizes the vital importance of Gifts to Tennessee Tech.
2. The Board of Trustees authorizes and encourages Tennessee Tech to solicit and accept Gifts for purposes that are consistent with the mission.
3. The President is authorized to accept Gifts on behalf of Tennessee Tech,

subject to the following conditions:

- a. Only the Board of Trustees may accept a Gift if board acceptance is a condition set by the donor;
- b. Only the President and Board of Trustees may accept Gifts of real property or any permanent interest in real property, and title must be conveyed to the Board on behalf of Tennessee Tech, in the name of Tennessee Tech for the use and benefit of Tennessee Tech.
- c. Any acquisition of real property by Gift or devise that obligates Tennessee Tech to expend State of Tennessee funds for capital improvements or continuing operating expenditures must be approved by the State Building Commission in accordance with T.C.A. § 4-15-102(d)(2) prior to acceptance by the President and Board of Trustees. Any such Deed transferring title to Tennessee Tech shall not be recorded until the State Building Commission has approved the acceptance of the Gift property.

4. Tennessee Tech values and is responsible for its integrity, independence, and freedom to pursue its mission to support its programs. Tennessee Tech will not accept Gifts that are overly restrictive in its ability to use them in support of its mission.

4.5. Gifts with conditions of use such as the development of a new academic program or use on a new capital project must be approved by the President prior to acceptance.

5.6. The President and Board of Trustees must approve gifts of property subject to an indebtedness prior to acceptance.

6.7. The President shall designate the campus official(s) authorized to approve and conduct activities for the purpose of soliciting Gifts to Tennessee Tech.

~~B. Guiding Principles~~

- ~~1. Tennessee Tech will seek Gifts from individuals, corporations, foundations, and other organizations that enable Tennessee Tech to support its mission.~~
- ~~2. In accepting Gifts, Tennessee Tech also accepts the responsibility to donors to steward Gifts, administer them properly, provide donors with appropriate financial information about their Gifts, and report, as appropriate, to donors~~

~~about their Gifts' uses.~~

- ~~3. Gifts accepted by Tennessee Tech must not inhibit it from seeking Gifts from other donors or potential donors.~~
- ~~4. Gifts must be designed and administered in a manner consistent with legal requirements.~~
- ~~5. For sponsorship payments to be credited as a Gift, the payment must meet the IRS' Qualified Sponsorship Payment determination (IRS 598).~~
- ~~6. Tennessee Tech supports the [Donor Bill of Rights](#) as adopted by the Association of Fundraising Professionals (AFP).~~
- ~~7. In working with donors and prospective donors, Tennessee Tech staff members must practice the following to help avoid misunderstanding and/or conflict between donors and Tennessee Tech.~~
 - ~~a. Gifts made with the condition that Tennessee Tech will spend the proceeds for the personal benefit of a named individual or individuals (e.g., tickets to athletics events) are not deductible for income tax purposes and, therefore, are not receipted as charitable Gifts by Tennessee Tech.~~
 - ~~b. Tennessee Tech staff can provide personalized assistance to donors who seek to understand and choose from the wide range of giving vehicles and should inform such donors about specific protocols involved in Tennessee Tech approval and acceptance of various types of Gifts.~~
 - ~~c. While Tennessee Tech staff strive to maintain familiarity with current tax laws and policies, they are not able to give legal or tax advice to donors. Therefore, the information that Tennessee Tech staff members provide, along with the information provided in these policies, must not be considered or used as legal or tax advice.~~
 - ~~d. Donors and prospective donors must always confer with their own legal counsel, tax, and/or financial planning advisors for opinions about the tax or other legal consequences of specific Gift situations. This is especially true for planned Gifts and estate planning.~~
 - ~~e. Tennessee Tech will seek the advice of legal counsel in matters pertaining to Gifts of a complex nature.~~

~~C. Outright Gifts: Cash, Check, Credit/Debit Card, or Wire Transfer~~

- ~~1. TTU Policy 504.1—Revenue Collection, Receipting and Reconciliation—must be followed when accepting Cash Gifts on behalf of Tennessee Tech.~~
- ~~2. Donors must be instructed to make all checks payable to Tennessee Tech University (if the Gift is designated for Tennessee Tech and not the Foundation). If the donor wants the Gift credited to a specific purpose, program, or fund, he/she must note that on the check and/or provide a separate letter of instruction or comparable instructions with the check. Otherwise it will be considered an Unrestricted Gift.~~
- ~~3. Checks received in other Tennessee Tech departments and units must be forwarded within one working day to Advancement Services, Alumni Building, with all original documentation, including envelopes and matching Gift forms that accompany the checks.~~
- ~~4. For determining receipt of the Gift for fiscal year and calendar year recognition purposes, the postmark date or comparable date will be used to determine the recognition date of the Gift.~~
- ~~5. Legal credit will be given to the individual or organization that is the legal owner of the account on which the check is drawn. This includes Gifts from partnerships, family foundations, community foundations, family or closely-held corporations, and donor-directed/donor-advised funds.~~
- ~~6. If it is unclear who owns the funds given to Tennessee Tech, Advancement Services staff will call the entity listed on the check.~~
- ~~7. For a wire transfer, the donor must give the financial institution the instructions on the Wire Transfer Information Form (or comparable instructions). This form must then be submitted and completed by the Executive Director of University Advancement.~~
- ~~8. Tennessee Tech can accept Gifts charged on MasterCard, Visa, American Express, and Discover. The date of the Gift is the date that the charge is processed, rather than the date the donor authorizes the charge—either by phone, mail, or email. Under Revenue Ruling 78-38, payment is not considered made—and, therefore, deductible by the donor—until the date the credit card transaction actually takes place, regardless of when the donor’s credit card information is mailed and postmarked, phoned in, or emailed. To assist donors in making credit card Gifts, employees must refer the donor to the Gift and Pledge Services staff within Advancement Services.~~
- ~~9. Donors can also make Gifts using a credit/debit card through Tennessee Tech’s website by following the instructions on the “Give” button.~~

- ~~10. Tennessee Tech employees can make charitable contributions via payroll deduction by completing and signing the Payroll Deduction Form and submitting it to the Vice President for Advancement's office. The amount authorized will be deducted from the employee's pay each pay period and then moved to accounts designated by the employee. Payroll deductions can be terminated at any time upon submitting a Payroll Deduction Form requesting termination.~~

~~D.—Outright Gifts: Publicly Traded Securities and Mutual Fund Gifts~~

- ~~1. A gift cannot be considered a charitable contribution until the donor relinquishes control of the asset. This occurs at different times depending on the nature of the transaction. To ensure prompt and accurate credit of stock Gifts, notify the Executive Director for University Advancement about all pending and received Gifts of marketable securities.~~
- ~~2. The most efficient and effective way to transfer marketable securities to Tennessee Tech is through Electronic Delivery. This transfer, which should be completed in 1 to 3 days, is deemed "complete" when the stock/bond/Mutual Fund shares are in a Tennessee Tech account that effectively gives Tennessee Tech "control" of the asset.~~
- ~~3. The Tennessee Tech staff member should advise the donor that he/she needs to give the name of the security, number of shares, date of transfer, and Gift designation in order to ensure prompt and accurate completion of the Gift.~~
- ~~4. When a donor personally delivers marketable securities to Tennessee Tech, the Gift will be deemed "complete" for income tax purposes on the day of delivery as long as Tennessee Tech has received the certificate with the back signed or a separate stock power is delivered and signed exactly as the names appear on the certificates. The certificates and all documentation shall be delivered immediately to Executive Director for University Advancement.~~
- ~~5. When donors decide to mail marketable securities to the Tennessee Tech through the U.S. Postal Service (or FedEx, UPS, or other private carrier), the donors should be advised to send the unendorsed certificate in one envelope and a stock power (signed exactly as the names appear on the certificates) in a separate envelope—both by registered mail. The Gift will be deemed "complete" on the date of the postmark of the latter envelope. The certificates and all documentation shall be delivered immediately to the Executive Director for University Advancement.~~
- ~~6. Tennessee Tech will issue a receipt for income tax purposes that indicates the name of the company (e.g., IBM), the number of shares (e.g., 200) the donor~~

~~has given to Tennessee Tech, the date Tennessee Tech took control of the asset, and the purpose(s) for which the proceeds from the securities are to be used. Tennessee Tech will not indicate the dollar value of the securities on this receipt, because the dollar value is a matter between the donor and the IRS.~~

- ~~7. Tennessee Tech will immediately authorize its broker to sell all shares upon receipt.~~
- ~~8. For donors who want to make Gifts by transferring shares in open-end Mutual Fund companies, the Mutual Fund company will require the donor to sign a form authorizing it to transfer the shares to Tennessee Tech's account. Then, Tennessee Tech is required to complete a form that establishes that account and also submits a Corporate Resolution that authorizes selected individuals to act on behalf of Tennessee Tech. Some or all of the following may be needed: (a) letter of instructions from the shareholder, (b) letter of instructions from Tennessee Tech, (c) Corporate Resolution from Tennessee Tech, and (d) W-9 Form from Tennessee Tech.~~
- ~~9. Tennessee Tech will immediately redeem the Mutual Fund shares and close the account so that each transaction is unique, absent unusual circumstances. The Gift is not "complete" until an account is established in Tennessee Tech's name and the shares are transferred into that account.~~
- ~~10. IRS regulations require that the Gift value for a publicly-traded stock or bond will be determined by taking the average of the high and the low trading price on the day the Gift is deemed completed. Mutual Fund shares are valued for Gift purposes at the net asset value (NAV) at the close of the day on which the Gift was received. Tennessee Tech will use the IRS Gift value as the recognition value for the donor's Gift.~~

~~E.—Outright Gifts: U.S. Government and Other Agency Securities Gifts~~

~~Gifting U.S. Treasury Bills, Bond, Notes, Zero Coupon Bonds, Agency Securities, and Series EE Bonds is a complex process. Donors need to seek the advice of their financial advisors before Gifting these assets to Tennessee Tech.~~

F.B. Gift Acceptance Committee

1. The Gift ~~acceptance committee~~Acceptance Committee is comprised of the Vice President for University Advancement, Vice President for Business Planning and Planning Finance, and the Executive Director ~~off~~or University Advancement, who chairs the committee.

2. As needed and appropriate, other Tennessee Tech staff will serve as resources to the committee.

- ~~3. The committee is charged with gathering, analyzing, and reviewing non-traditional Gifts or Gift opportunities with the goal of making a written recommendation to the President/Board of Trustees as to the acceptance of the Gift.~~

~~G. Real Estate Gifts~~

- ~~1. The Executive Director for University Advancement will work with the appropriate Tennessee Tech personnel to obtain all necessary information for review before a Real Estate Gift can be accepted. The Gift Acceptance Committee will submit a recommendation to the President/Board for final approval of the Gift. The information needed includes the following:~~

- ~~a. Appraisal of the property by a qualified appraiser.~~
- ~~b. Real Estate Acquisition Data Sheet that identifies both the environmental and financial risks associated with the property.~~
- ~~c. Copy of deed and other survey or relevant documents that the donor may share.~~

- ~~2. The Executive Director of University Advancement will work with the donor to obtain an independent qualified appraisal of the property made no earlier than 60 days before the Gift and no later than the day before the date on which the tax return claiming the deduction is filed (including extensions). The IRS requires that the appraisal be arranged and paid for by the donor; therefore, Tennessee Tech cannot pay for this expense without potentially jeopardizing the donor's income tax deduction.~~

- ~~3. The donor must complete and sign the Real Estate Disclosure Data Sheet that provides information about the property, including mortgages, restrictions, covenants, liens, easements, and other encumbrances. In addition, upon review by the Gift acceptance committee, the donor may be required to sign a separate agreement releasing Tennessee Tech from any encumbrances on the property.~~

- ~~4. The donor must provide a copy of the deed. Other information, including a recent survey of the property, title insurance policy, or attorney's title opinion, would be helpful.~~

- ~~5. Property subject to a mortgage can result in potential unrelated debt-financed~~

~~income issues (UBTI) for Tennessee Tech. Therefore, Tennessee Tech needs to review carefully the pertinent IRS rules before accepting property Gifts on which there are mortgages.~~

- ~~6. To maximize the donor's chances of receiving a charitable tax deduction for his/her Real Estate Gift in the current tax year, the donor should be encouraged to start this process no later than October 15, because the Gift acceptance process can take 4 to 6 weeks.~~
- ~~7. If accepted, Tennessee Tech will issue a receipt containing the legal description of the real estate but not its appraised value. IRS Form 8282 must be completed if Tennessee Tech sells the property within three years. Tennessee Tech must also sign IRS Form 8283 if provided by the donor.~~
- ~~8. Absent unusual circumstances, Tennessee Tech disposes of Real Estate Gifts as expeditiously as possible, except for real estate that Tennessee Tech deems useful for program purposes. In disposing of Real Estate Gifts, Tennessee Tech will follow all IRS rules, including reporting any sales occurring within three years of the date of the Gift. All applicable requirements of the State Building Commission must be followed.~~
- ~~9. For Tennessee Tech to accept a Gift of a divided interest in multiple-owned property, a legal agreement must exist with the other owners regarding ultimate disposition of the property.~~
- ~~10. Gifts of partial interests will not normally be accepted with the exception of a retained life estate interest.~~
- ~~11. Because of the time, expense, and market risk associated with obtaining Real Estate Gifts, the property must normally have an aggregate market value of at least \$50,000.~~

~~H. Tangible Personal Property (Gifts in Kind)~~

- ~~1. In general, Tennessee Tech will accept only Tangible Personal Property that can be readily liquidated and the funds applied to supporting Tennessee Tech's mission. Exceptions will be made when Tennessee Tech can use the Tangible Personal Property in carrying out its programs without undue additional expense.~~
- ~~2. No Tangible Personal Property shall be accepted that obligates Tennessee Tech to ownership of it in perpetuity, and no perishable property or property that will require special facilities or security to properly safeguard will be accepted. The Gift acceptance committee must review and approve any exceptions.~~

- ~~3. In evaluating all proposed Gifts of Tangible Personal Property, Tennessee Tech seeks to avoid Gifts whose acceptance includes costs and risks; often, a minimum value is required to ensure a sufficient gain to offset the cost of acceptance.~~
- ~~4. If the Gift of Tangible Personal Property is likely to be valued at more than \$5,000, the donor must have it appraised by a qualified appraiser within 60 days prior to the Gift's transfer to Tennessee Tech. Tennessee Tech will not pay any expenses connected with such appraisals.~~
- ~~5. A Tennessee Tech staff member will prepare a written summary of the proposed Gift of Tangible Personal Property and submit it to the Gift acceptance committee. At a minimum, this summary should include:
 - ~~a. Description of the property (e.g., if artwork, the title, artist's name, medium, dimensions, and condition) and any special requirements or problems in connection with the Gift.~~
 - ~~b. Estimate or appraisal of the Gift's Fair Market Value and marketability.~~
 - ~~c. Potential Tennessee Tech use, including a written assessment about how Tennessee Tech would benefit from the asset.~~
 - ~~d. Special arrangements requested by the donor concerning Disposal (e.g., price considerations, time duration prior to disposition, and potential buyers).~~~~
- ~~6. After reviewing the material, the Gift acceptance committee will make a determination whether to accept or reject the proposed Gift of Tangible Personal Property. The Committee's final determination will be communicated in writing to the donor.~~
- ~~7. If the Gift acceptance committee approves receipt of the Gift on behalf of Tennessee Tech, then Tennessee Tech will not appraise or assign a value to the Gift. IRS Form 8282 must be completed if Tennessee Tech sells the property within 3 years. Tennessee Tech must also sign IRS Form 8283 if provided by the donor.~~
- ~~8. Donors should be notified at the beginning of Gift discussions that Tennessee Tech will, as a matter of policy, cooperate fully in all matters related to IRS investigations of non-cash charitable Gifts.~~

~~I.—Company Products and Services (Gifts in Kind)~~

- ~~1. No corporate or business Gifts in kind shall be accepted that obligate Tennessee Tech to ownership of them in perpetuity or for a specified period of time, and no perishable property or property that will require special facilities or security to properly safeguard will be accepted. The Gift acceptance committee must approve any exceptions.~~
- ~~2. In evaluating all proposed corporate and business Gifts in kind, Tennessee Tech seeks to avoid Gifts whose acceptance includes unacceptable costs and risks.~~
- ~~3. The Executive Director for University Advancement will prepare written summaries of proposed corporate Gifts in kind and submit them to the Gift acceptance committee. At a minimum, these summaries should include:
 - ~~a. Descriptions of the property and any special requirements or problems in connection with the Gift.~~
 - ~~b. Estimate or appraisal of the Gift's Fair Market Value, less any non-profit discounts.~~
 - ~~c. Purposes of the Gift in kind, including Tennessee Tech programs that would benefit from using it.~~
 - ~~d. Special arrangements requested by the company concerning Disposal (e.g., time duration).~~~~
- ~~4. After reviewing the material, the Gift acceptance committee will make a determination whether to accept or reject the proposed Gift in kind. The committee's final determination will be communicated in writing through a Development staff member to the corporation or business.~~
- ~~5. Donors should be notified at the beginning of Gift discussions that Tennessee Tech will, as a matter of policy, cooperate fully in all matters related to IRS investigations of non-cash charitable Gifts.~~

~~J.—Deferred Gifts~~

- ~~1. Charitable Bequests
 - ~~a. Donors can include bequests to Tennessee Tech in the body of their wills~~~~

~~or in additions to them (codicils).~~

- ~~b. To name Tennessee Tech as a beneficiary, donors must use “Tennessee Technological University” as the entity to receive the Gift.~~
- ~~c. Donors who have indicated they have included Tennessee Tech in their estate plans will be encouraged to share copies of the sections of their wills or other similar documents with the director for planned giving for record-keeping and stewardship purposes.~~
- ~~d. The Gift acceptance committee, along with Tennessee Tech’s legal counsel, will review Gifts from deceased donors’ estates that include property that is not acceptable and that Tennessee Tech intends to reject. Decisions shall be communicated expeditiously by Tennessee Tech’s legal counsel to the estates’ legal representatives.~~

~~2. Life Insurance~~

- ~~a. Tennessee Tech will accept in force Life Insurance policies under the following conditions:~~
 - ~~1) Full ownership must be transferred to Tennessee Tech.~~
 - ~~2) Tennessee Tech reserves the right to surrender a policy if it so desires.~~
 - ~~3) Policies must have a net cash value with no outstanding loans.~~
 - ~~4) Before accepting a policy, Tennessee Tech must be provided with a summary of the policy, including the donor’s cost basis and current cash surrender value.~~
 - ~~5) When applicable, the donor should agree to contribute, on an annual basis, the amount necessary to maintain the policy in force.~~
- ~~b. New Life Insurance policies taken out by donors must meet the following criteria:~~
 - ~~1) The policy must be with an insurance company rated A or better by A.M. Best Co.~~
 - ~~2) All proposals for Gifts of Life Insurance must be submitted to~~

~~Tennessee Tech prior to making application for the policy and, if necessary, reviewed by the Gift acceptance committee.~~

- ~~3) Tennessee Tech will not accept any insurance policy where the intent of the donor is for Tennessee Tech to pay future premium payments through policy loans.~~

~~3. Charitable Trusts~~

~~Tennessee Tech will apply the following provisions in working with donors who want to establish Charitable Trusts.~~

- ~~a. In general, Tennessee Tech will not serve as sole trustee for a Charitable Trust.~~
- ~~b. Careful consideration will be given to the age of the income beneficiary or beneficiaries, anticipated period of time the trust will be in existence, rate of payout, property intended to fund the trust, projected remainder interest to Tennessee Tech, and other pertinent factors prior to agreeing to serve as trustee of a Charitable Trust.~~
- ~~c. Donors are free to select their own trustees in situations where Tennessee Tech does not serve as co-trustee.~~
- ~~d. Fees for management of a Charitable Trust will be paid by the trust.~~
- ~~e. No Charitable Trust shall be encouraged for which Tennessee Tech serves as co-trustee and that names individuals less than 60 years of age as income beneficiaries, or which names more than two income beneficiaries.~~
- ~~f. No Charitable Trust shall be encouraged where it is determined that the calculated value of the remainder interest in the trust is less than 25 percent of the value of the funds transferred to the trust.~~
- ~~g. The minimum amount required to establish a Charitable Trust for which Tennessee Tech serves as co-trustee is \$50,000.~~
- ~~h. Income payments will be jointly determined by Tennessee Tech and the donor at the time the trust is established.~~

~~4. Retained Life Estate Gifts~~

~~Tennessee Tech will apply the following provisions in working with donors who want to make Retained Life Estate Gifts.~~

- ~~a. As the life tenant of the property, the donor is still obligated to pay real estate taxes and fees for maintenance and insurance.~~
- ~~b. Tennessee Tech usually accepts a retained life estate based on the life expectancy of the donor, i.e., not based on a fixed term.~~
- ~~c. All Gifts of retained life estates must be reviewed by the Gift acceptance committee.~~
- ~~d. Procedures for evaluating proposed life estate Gifts, as outlined in the Real Estate Gifts section above also apply to Gifts of retained life estates.~~
- ~~e. The value of the property must be at least \$50,000 for Tennessee Tech to consider receiving it.~~
- ~~f. The same approvals are needed as in Section V. F above.~~

~~5. IRA and Qualified Retirement Plan Gifts~~

~~The Executive Director for Planned Giving will apply the following provisions in working with donors who want to make Gifts through their IRAs or Qualified Retirement Plans.~~

- ~~a. The donor will provide language to name Tennessee Tech as the beneficiary of assets from IRAs or other Qualified Retirement Plans.~~
- ~~b. The Executive Director of Planned Giving will obtain verification of the commitment in the form of a letter from the donor or the donor's advisor.~~

~~K. Charitable Trusts and Other Charitable Entities Administered by Others~~

- ~~1. Because of the complexity of Gifts made to establish Supporting Organizations and Donor Advised Funds within Tennessee Tech, the Gift acceptance committee must review and approve all such arrangements.~~
- ~~2. Grants from Donor Advised Funds cannot be used to make payments on pledges committed by individual donors nor can the donor be provided any tangible benefit(s) from the donor advised Gift.~~

~~L. Non-Traditional Gifts~~

- ~~1. Non-traditional Gifts are complex assets that donors may want to use as Gifts because they offer opportunities to make substantial Gifts to Tennessee Tech while realizing substantial tax benefits. Frequently, these assets are related to business interests that donors have (e.g., partnership interests, oil and gas leases, and stock options).~~
- ~~2. The value of Closely Held Business Stock must be determined by a qualified appraiser as defined by the Internal Revenue Code. Copies of any shareholder buy/sell agreements must be obtained. The Gift acceptance committee must review pertinent documents to determine if Tennessee Tech should receive the securities as a Gift.~~
- ~~3. If Tennessee Tech intends to sell property obtained through a Bargain Sale, it must be determined that there is a market within a 12-month time horizon for the sale of the property.~~
- ~~4. Donors must assign both the royalty payments and the copyright (or other agreement) from which the royalty payments flow to Tennessee Tech.~~
- ~~5. The Gift acceptance committee must approve all Gifts of nontraditional assets.~~
- ~~6. Because of the infrequency and complexity of Gifts of nontraditional assets, these Gifts can carry with them additional risks and costs.~~
- ~~7. Tennessee Tech must make prudent decisions regarding the acceptance of these types of Gifts, as well as provide guidance to donors and their advisors regarding the impact such Gifts may have on donors' tax situations.~~
- 3. For purposes of distinguishing university Gifts and related procedures from those of the foundation. When appropriate, the committee will make a written recommendation to the President/Board of Trustees as to the acceptance of the Gift.**

M.C. For purposes of distinguishing university Gifts and related procedures from those of the Foundation established pursuant to Tennessee Tech Policy 535 (Foundations):

- 1. Tennessee Tech may not accept Gifts specifically intended for the ~~foundation~~, and only Gifts specifically for a foundation may be accepted by a foundation: Foundation.**
- 2. In general, Tennessee Tech resources may not be used to meet conditions of Gifts to a foundation, and only Gifts specifically intended for a foundation may be accepted by a foundation: the Foundation**

~~3.~~ 3. Tennessee Tech must maintain records of Gifts to the university separate from those of Gifts to the ~~foundation~~Foundation

VI. ~~VI.~~ **Interpretation**

The Vice President for University Advancement and the Vice President for ~~Business~~Planning and ~~Planning~~Finance, or their designees, jointly have the final authority to interpret the terms of this policy.

VII. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(2)

Approved by:

Administrative Council: April 5, 2017; October 29, 2025

University Assembly: April 19, 2017; November 19, 2025

Board of Trustees: June 15, 2017



Agenda Item Summary

Date: December 4, 2025

Agenda Item: Audit Plan Review and Approval

☐

Review



Action



No action required

PRESENTER(S): Amy Wilegus, Chief Audit Executive

PURPOSE & KEY POINTS:

Review and approval of the proposed calendar year 2026 audit plan as required by the Tennessee Tech University Audit Committee Charter.

The comprehensive, risk-based audit plan includes audit and advisory projects reflective of the current risk environment, compliance topics, and engagements required by policy, state statute, regulation, bylaws, or standards. The plan is updated throughout the year in response to emerging or changing risks.

The status of the current audit plan is also provided for review.