

**THE UNIVERSITY OF TENNESSEE
TRAVEL REIMBURSEMENT RATE SCHEDULE
Effective: January 15, 2007**

- A. MILEAGE RATE:** Standard Mileage Rate - \$.46 per mile (for travel on or after January 15, 2007)
- B. HOTEL CHECK-IN AND BAGGAGE HANDLING:** \$5.00 for each check-in
- C. LODGING AND MEAL ALLOWANCES (CONUS RATES) FOR TRAVEL WITHIN THE STATE OF TENNESSEE**

Specific Cities	Maximum Lodging	Maximum Meals and Incidentals	Region
Brentwood	\$82.00 (plus taxes)	\$49.00	TN/BR
Chattanooga	\$81.00 (plus taxes)	\$44.00	TN/CH
Franklin	\$82.00 (plus taxes)	\$49.00	TN/FR
Gatlinburg	\$67.00 (plus taxes)	\$49.00	TN/GA
Knoxville	\$74.00 (plus taxes)	\$49.00	TN/KN
Memphis	\$83.00 (plus taxes)	\$49.00	TN/ME
Nashville	\$99.00 (plus taxes)	\$54.00	TN/NA
Oak Ridge	\$72.00 (plus taxes)	\$39.00	TN/OR
Townsend	\$67.00 (plus taxes)	\$49.00	TN/TO
All Other Tennessee Cities & Counties	\$65.00 (plus taxes)	\$39.00	TN/

NOTE: The State of Tennessee and the University has established \$65.00 for all other cities in Tennessee. The standard CONUS rate shown in the CONUS tables is \$60.00.

D. LODGING AND MEAL ALLOWANCES FOR OUT-OF-STATE TRAVEL

The maximum allowances for both lodging and meals will be in accordance with the rates published by the U.S. General Services Administration (CONUS). The meal allowance includes both the allowance for meals plus \$3.00 for incidentals. The CONUS rates applicable for all cities can be found at the U.S. General Services Administration web site.

E. PARTIAL MEALS ALLOWANCES FOR DAY OF DEPARTURE AND DAY OF RETURN FOR BOTH IN-STATE AND OUT-OF-STATE TRAVEL:

Reimbursement for meals for the day of departure and the day of return will be calculated based on the number of hours the traveler is in travel status. The values are as follows:

Day of Departure:

Time of Departure	Hours in Travel Status	% of Per Diem
0:00 – 5:59	18:01 – 24:00	100
6:00 – 11:59	12:01 – 18:00	75
12:00 – 17:59	6:01 – 12:00	50
18:00 – 23:59	0:01 – 6:00	25

Day of Return:

Time of Return	Hours in Travel Status	% of Per Diem
0:01 – 6:00	0:01 – 6:00	25
6:01 – 12:00	6:01 – 12:00	50
12:01 – 18:00	12:01 – 18:00	75
18:01 – 24:00	18:01 – 24:00	100

- F. MEAL ALLOWANCE FOR ONE-DAY TRIPS:** A meal allowance is available for one-day travel when the duration of the trip is greater than twelve hours. For trips lasting twelve to eighteen hours, the reimbursement rate will be 75% of the daily rate. For trips lasting greater than eighteen hours, the reimbursement rate will be 100% of the daily rate. No reimbursement is applicable when the duration of a one-day trip is less than twelve hours.
- G. MEALS INCLUDED IN A REGISTRATION FEE OR ENTERTAINMENT:** A partial meal allowance is available when meals are provided as a part of a registration fee for a conference, seminar, or workshop or as part of entertainment. No meal allowance is available if the registration fee includes all meals for that day. Continental breakfasts that may be included in a registration fee are not considered a meal. The deductions for meals provided are based on a full-day meal rate as follows:

- 20% for Breakfast
- 30% for Lunch
- 50% for Dinner

- H. MEAL ALLOWANCE FOR TEAM, GROUP, AND RETREAT TRAVEL:** The following percentages and the CONUS rate for the location of travel must be used when a partial meal allowance is applicable.

Meal	In-State	Out-of-State
Breakfast	20%	20%
Lunch	30%	30%
Dinner	50%	50%

- I. PRIVATE AIRCRAFT:**

Reimbursement per round trip will be the lesser of (1) actual expenses, including gasoline, tie-down fees, etc. or (2) land miles traveled according to the following:

First 600 miles @ \$.55 per mile; beyond 600 miles @ \$.40 per mile Land mileage is based on the Rand McNally Road Atlas. When more than one employee shares the same aircraft, the allowance is increased by \$.35 per mile for each additional person.

- J. Original itemized receipts must be submitted with the signed Travel Expense Report for expenditures of \$50.00 or more.**