



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
NASHVILLE, TENNESSEE 37243-0348

MEMORANDUM

DATE:
TO: Whom It May Concern
SUBJECT: State Rate Allowance for Lodging
FOR: Mr. _____

**Employee Name,
Consulting Firm Name
and Address**



The firm of _____ is currently under contract with the State of Tennessee, Department of Transportation for work in your area. Please extend to their employees the "State of Tennessee" employee rates for lodging.

Should you have any questions, please contact Mr. _____,
_____ Director, _____ Division, at (615) 741-_____.

Sincerely,

_____, P.E.
Civil Engineering Director
_____ Division

____/____

cc: Mr. _____