Department of Finance and Administration
Policy 8 - Comprehensive Travel Regulations
(Revised September, 2018)

Introduction

1. It is the intent of these regulations that employees not suffer additional cost as a result of travel incurred to carry out assigned duties. Employees shall be reimbursed for such expenses subject to the limitations provided in this travel policy and the accompanying Reimbursement Rate Schedule.

2. When traveling, state employees should be as conservative as circumstances permit. The lower cost should be selected whenever practical. Reimbursement for travel will be based upon the most direct or expeditious route possible. Employees traveling by an indirect route must assume any extra expense incurred. It is the responsibility of the employee to be familiar with and adhere to established state travel policies. Deliberate disregard of these regulations while traveling on state business or the filing of an intentionally misleading or fraudulent travel claim is grounds for disciplinary action including termination of employment.

3. The Commissioner of Finance & Administration will establish and maintain the maximum rates of reimbursement.

Travel Authorization

4. Travel may not be undertaken unless it is authorized in advance by proper authority. Approved state travel is the basis for reimbursement in accordance with these provisions. The employee is considered to be on official travel status, and eligible for reimbursement, at the time of departure from his/her official station or residence, whichever is applicable. When completing an Edison travel authorization, the destination should always be entered under "default location," to ensure appropriate work-flow for the authorization form.

5. The department head is authorized to approve all travel for state business, including meeting expenses, registration fees for conferences or seminars, etc. The Department head is responsible for determining the most cost-effective means of meeting the State's business objective considering the use of state meeting rooms, park convention centers, video conferencing, etc. The use of virtual meetings as an alternative to holding a conference or meeting in real life should be actively encouraged as a cost-savings tool. Video conferencing is a green technology, allowing departments to mitigate energy use by dramatically reducing the need to travel.

6. The Commissioner of Finance and Administration, through the Division of Accounts, shall approve exceptions to the travel policy. Department heads are authorized to approve any necessary travel by a non-state employee. Such travel should be conducted and reimbursed in accordance with these Travel Regulations. Department heads are authorized to approve occasional exceptions to lodging and meal rates when necessity requires and reasonable alternatives are not available (i.e. lodging unavailable at CONUS rates).

7. Approval for out-of-state employee travel is processed through the Edison Travel Authorization workflow. Once approved by the department head, Executive Level Travel Authorizations for out-of-state travel will be routed to the Department of Finance and Administration for review and approval. During periods of extreme budget stress, additional executive level review may occur.

8. The Commissioner of Finance and Administration retains the authority to change the approval process as circumstances require.

9. If an employee travels into another state and back in the same day and such travel is less than fifty (50) miles one way, such travel will be considered in-state for approval and reimbursement purposes.

Official Station

10. The official station is designated by the department head of the employing agency, and the designation must be in the best interests of the State. The official station shall be a location where the employee regularly works and the work activities of the employee's position are based. The employee's home shall not be designated as the official station without documentation establishing that the employee's home office is the employee's principal place of business within the meaning of 26 USC § 280A (c)(1)(A). The department head should consider IRS regulations on the deductibility of travel expenses as well as wage and hour laws when designating an official station for employees, particularly in mobile work situations, and may want to consult with legal counsel.

11. An important purpose of an official station is to establish when the employee is in travel status and eligible for reimbursement of travel expenses. Travel between the employee's home (place of residence) and official station is considered commuting and is not reimbursable.

12. Employees who are authorized to participate in the alternative workplace arrangement may be assigned their residence (or alternative approved location) as their official designated reporting station for the days he or she works away from their regularly assigned State government office location. The employee's official station will be designated by their department head pursuant to paragraph 10, and the employee will not

receive reimbursement for travel incurred between his or her official designated reporting station and official station.

13. In the event that an employee is reassigned to a temporary work location, which is generally defined as a place where the work assignment is realistically expected to last (and does in fact last) one year or less, the employee will not be eligible for reimbursement unless he/she can demonstrate that by commuting to the temporary location he/she has incurred additional expense over the cost of the commute to his/her official station. However, an employee shall be eligible for reimbursement of mileage for travel to a temporary work location for travel at times other than the employee's normal working hours (i.e. nights or weekends).

14. If an employee does not have an official station due to a mobile work arrangement, the employee will not be entitled to reimbursement for mileage between the employee's home and temporary work locations within the metropolitan area where the employee lives, even if the travel occurs at times other than the employee's normal working hours. Generally, a metropolitan area includes the area within the city limits and the suburbs that are considered part of that metropolitan area.

Reimbursement Procedures

15. Submission of an expense report by an employee or his proxy initiates the travel reimbursement process with approvals handled electronically through the Edison role-mapping structure. Employees must authorize the set-up of a proxy in Edison prior to the submission of an initial expense claim by a proxy. Proxy-submitted travel claims must include the attached paper version of the travel claim, signed and dated by the employee, along with appropriate receipts.

16. Employees should submit claims for reimbursement through the Edison system as soon as possible following completion of travel. Employees on regular travel status should consider filing an expense report weekly or biweekly. Departments and agencies should review expense reports as rapidly as possible to ensure prompt payment to their employees. In accordance with Internal Revenue Service guidance (IRS Publication 463), reimbursement paid sixty (60) days after the date of travel may be considered as taxable income.

17. Expense reports prepared to request reimbursement of business related expenses incurred while on official travel must include the actual amount of all state paid expenses associated with the trip, even though the employee will not be reimbursed for these amounts (for example, airfare and registration fees). State paid expenses include amounts that are initially paid by the state and subsequently reimbursed or funded through federal, local or private sources.

Travel Advances

18. Travel advances are available only under extraordinary circumstances. Advances are subject to the approval of the Division of Accounts and will be allowed (a) only if the employee can justify extraordinary circumstances that warrant an advance, and (b) the employee has provided Accounts with a payroll deduction authorization form which will allow the state to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit an expense report.

19. The amount of the travel advance will be based on eighty percent (80%) of the total estimated cost of travel. Advances will not be issued for less than one hundred dollars ($100). Immediately upon return the employee must submit an expense report regardless of whether he/she owes advance moneys back to the state or is due additional reimbursement.

Honorariums

20. For those employees who receive honorariums for appearing at meetings while on official state business, the employee may, at his/her option, accept the honorarium as full payment for travel expenses including airfare, or choose to surrender the honorarium to the State, and be reimbursed in accordance with established travel policy.

Air Travel

21. Departments may set their own policy as to how their employees may make reservations for air travel, for example, through the state travel agency, or directly through an on-line booking service. Advantage of discount fares and advance booking should be taken whenever practical, and fares should not exceed the regular tourist or coach fares offered the general public for both domestic and international flights. When making reservations directly through an on-line booking service, a print-out of the booking must accompany the employee's expense claim. Employees who have unused tickets that were booked on-line should inform their departmental fiscal office and make use of such tickets if additional travel is required.

Taxi Fares - Airport Transportation

22. Reasonable taxi fares are allowed from airports. It is expected that bus, limousine or light rail service to or from airports will be used when available and practical. In traveling between hotels or other lodging and meeting or conference sites, reasonable taxi fares will be allowed. No receipt is required for reimbursement of reasonable taxi fares.

State Contracted Vehicles and Rental Cars

23. The Department of General Services may provide a contract or contracts providing vehicles to state employees. Employees are expected to make use of these contracts when

available, and to follow guidance provided by the Department of General Services for the use of these vehicles and for the payment of fuel, maintenance, and repairs. State-owned and state-contracted vehicles should be used only for official business. Only properly authorized State of Tennessee employees may operate a State vehicle or state-contracted vehicle, and employees must possess a valid driver's license for the type of vehicle being operated. Employees should follow the instructions provided with the vehicle in the event of breakdown, emergency repairs, etc. Reimbursement for such expenses will be made when necessary and must be accompanied by proper receipt itemizing the services.

24. Car rental for out-of-state travel can be made through contracts with the Department of General Services. Reservations made through the General Services contract can ensure travelers of any negotiated rates. Car rental should be used only when necessary, i.e. when other forms of transportation such as hotel shuttle service are inconvenient, expensive, or not available. Charges for insurance for rental automobiles are not reimbursable costs. The State is self-insured for certain liability through the Department of Treasury, Division of Claims Administration. Charges for car rental and fuel receipts should be scanned and attached to the Edison Expense report for reimbursement.

Travel - Personally-Owned Automobile

25. Department head authorization is required for the use of personally owned automobiles in the daily performance of duties. Unnecessary expenses which result from the use of an automobile for reasons of personal convenience will not be allowed.

26. Reimbursement for the use of personally owned cars is at the standard mileage rate. Reasonable tolls and ferry fees will be allowed when necessary; no receipt is required for reimbursement.

27. Only mileage on official state business may be claimed for reimbursement. Reasonable vicinity mileage will be allowed. The Edison system will automatically calculate point to point mileage. If the point to point mileage calculation by Edison appears incorrect or excessive, employees may make changes to the expense report in accordance with procedures established by the Division of Accounts.

28. Procedures for calculating mileage are based on the fact that the State is prohibited from reimbursing employees for normal commuting mileage.

a) 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.

b) If work is performed by an employee in route to or from his/her official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.

c) If an employee begins or ends his/her trip at his/her residence without stopping at his/her official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to his/her destination or his/her official station to the destination. On weekends and holidays, the employee may typically be reimbursed for actual mileage from his/her residence to the destination.

d) 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.

29. Employees who utilize the work from home and mobile work alternative arrangements shall not receive mileage for commuting to their official station from their residence (or alternative approved location) or vice versa (regardless of whether the trip is for reporting to a meeting, briefing, or special assignment).

Parking

30. Charges for routine parking while on travel status will be reimbursed. Receipts are required if the parking charge exceeds the allowance stated in the rate schedule. Charges for routine parking at the official work station will not be reimbursed. Long-term airport parking is reimbursed at the standard rate offered by the airport's long-term or economy parking facility.

31. If travel is by air the employee will be reimbursed for the lesser of: (a) the allowable mileage reimbursement for one round trip and long-term airport parking; or (b) the cost of one round trip taxi fare from the employee's official work station (or residence on weekends/evenings). The employee may also be allowed the appropriate mileage reimbursement for two round trips from home when driven by a friend or relative, at the employee's option.

Promotional Materials and Airline Baggage Fees

32. Fees for the handling of promotional materials or equipment will be allowed up to the maximum indicated in the Reimbursement Rate Schedule. Airline baggage fees for up to two (2) bags will be reimbursed.

Lodging

33. The employee will be reimbursed for actual lodging costs plus tax incurred up to the applicable maximum amounts as indicated on the Reimbursement Rate Schedule. This schedule includes state parks. Lodging receipts are required and must itemize room charges and taxes by date. If a convention rate exceeds the maximum reimbursement rate

and is documented by a convention brochure or registration form, a higher reimbursement rate will be allowed. Miscellaneous lodging expenses such as energy or utility surcharges are fully reimbursable and should be added to the lodging cost, in a manner similar to local hotel or sales taxes.

34. The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U.S. General Services Administration for federal employees within the continental United States (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.

35. If a room is shared with other than a state employee, actual costs subject to the applicable maximum rate in the reimbursement rate schedule apply. 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 lodging cost may be claimed by the employee who incurred the cost, or one half the double occupancy charges may be allowable for each employee.

Per Diem Rates for Meals and Incidentals

36. The maximum per diem rates include a fixed allowance for meals and incidental expenses (M & I). The M & I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls to home, etc. Reimbursement is made only when overnight travel is required. Generally, the applicable maximum per diem rate for each calendar day of travel shall be determined by the location of lodging for the traveler.

37. The per diem rates for meals and incidentals are established on the Reimbursement Rate Schedule. The M & I rates for out-of-state travel 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. Please note that these rates may change effective October 1 of each year.

38. 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. Reimbursement for M & I for the day of return shall be three-fourths of the M & I rate applicable to the preceding calendar day. Note that the Edison System defaults to the standard CONUS meal rate for a day and the employee must enter the three-fourths rate for the day of departure and day of return. To assist in this calculation, a table indicating three-fourths of the per diem rate accompanies the Standard Reimbursement Rates at the end of this document.

39. Employees who receive maintenance in the form of meals provided by their employing agency at their official work station shall be eligible for reimbursement if they are away from their official work station on state business and do not receive the maintenance meal.

40. Reimbursement for a single meal (or meals) for employees on one-day travel status with no overnight stay is not permitted. While on travel status if more than a single full meal is provided as part of a state-sponsored training session or conference, the employee should deduct the cost of those meals from the per diem for that day, using the schedule provided below. This also applies to the day of departure and the day of return. In those instances where all meals are provided, only the incidental rate should be claimed. For non-state sponsored training or conferences the employee is not required to deduct from the per diem the cost of a meal or meals provided through a conference fee. A schedule indicating the allocation for the breakfast, lunch, and dinner meals accompanies the Standard Reimbursement Rates at the end of this document.

Non-Standard Shift Hours

41. Employees who are scheduled to work nonstandard shifts (official work hours begin before 7:00 a.m. or end after 5:30 p.m.) and are eligible for meal reimbursement shall be reimbursed at one-third (1/3) of the daily M & I rate for each reimbursable meal. Total reimbursement is limited to the full day M & I allowance listed in the Reimbursement Rate Schedule.

Extended Travel

42. Extended travel status applies to those employees on continuous travel for a period of more than two (2) weeks. Employees on extended travel status may elect to rent an apartment rather than live in a motel or hotel. While this option is left to the discretion of the employee and the employing department, department head approval is required prior to renting an apartment. The monthly rental allowance shall include rental furniture and payment of utilities and shall not exceed the standard CONUS rate for thirty (30) days.

43. Employees on extended travel status working in-state are authorized to travel to and from his/her home station once a week at the mileage rate for personal vehicles. Those employees on extended travel status working out-of-state are authorized to take one trip to the home station by common carrier once every two (2) weeks. Employees authorized to use personal automobiles in out-of-state travel may be reimbursed at the personal mileage rate. The employee may also be reimbursed for local transportation to conduct state business.

Telecommunications Costs While on Travel Status

44. Local phone calls, fax charges and long distance calls for state business will be reimbursed. Employees must provide a statement furnishing the date, name and location called for long distance calls and fax charges. Hotel Internet access charges may be reimbursed when approved in advance and when it is anticipated the employee will be working from a hotel room on official state business.

45. Department heads may authorize an employee to use his personal cellular phone in conducting state business. Authorized employees shall be reimbursed for any additional cost incurred in using their personal cellular phones on official business. An itemized statement indicating the date, name, location, and cost of each call plus a billing statement indicating that additional cost was incurred above the standard monthly charge is required for reimbursement. In some instances employees may be able to obtain lower cellular rates by purchasing a package that offers lower per minute rates for a higher threshold of minutes per month. Reimbursement is acceptable for such billing packages subject to review by fiscal officers. In such situations, the state would typically reimburse the employee for a portion of the monthly package used for business calls.

Exceptions

46. The Commissioner of Finance and Administration shall have the authority to grant exception from any part or all of these rules and regulations when deemed appropriate for an employee or group of employees on official state travel. Approved exceptions other than those for individual trips shall be maintained in a central file by the Department of Finance and Administration. Policy exceptions, which have state-wide implications, shall be approved through established procedures in accordance with the provisions of T.C.A.§ 4-3-1008(3).

Statutory Authority

47. In accordance with the provisions of T.C.A.§ 4-3-1008(3), these travel regulations, effective when signed, supersede and rescind all previous promulgated travel regulations and shall remain in effect until subsequently modified or rescinded.

Larry B. Martin, Commissioner
Department of Finance and Administration

9/17/18
Date

APPROVED:

Herbert H. Slatery III
Attorney General and Reporter

9/19/2018
Date

Department of Finance and Administration
Standard Reimbursement Rate Schedule
Lodging Revised October 1, 2020
Mileage Revised August 1, 2011

General Reimbursement Rates

Standard Mileage Rate effective August 1, 2011	$	0.47/mile
Maximum Parking Fee Without Receipt		8.00/day
Fees for Handling Equipment/Promotional Materials		20.00/hotel

Out-of-State Reimbursement Rates

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page at: https://www.tn.gov/finance . Click the "Financial" heading and then "Travel Information." Then, click on "Per Diem Rates" where there is a direct link to the GSA CONUS rates. There is also a link on the Finance and Administration Intranet Travel Page Site at: https://teamtn.gov/finance/. Click on "Travel Information" and then click on "Travel Regulations" and then "Per Diem Rates."

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

In – State Travel Reimbursement Rates

In –state lodging and meal rates follow the CONUS rates for Tennessee. The standard lodging rate of $96.00 and the standard rate of $55.00 for meals and incidentals should be used for all in-state locations not listed below.

Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
Davidson (Nashville) (September to November) (December to January) (February to June) (July to August)	 $234 $187 $230 $207	$61	$45.75
Shelby (Memphis)	$123	$61	$45.75
Williamson (Brentwood/Franklin)	$125	$61	$45.75
Hamilton (Chattanooga)	$109	$61	$45.75
Knox (Knoxville)	$102	$56	$42.00

In-State and Out-of State Meals & Incidentals - Allocated by Meal Effective October 1, 2020

Per Diem	$55	$56	$61	$66	$71	$76
Breakfast	$13	$13	$14	$16	$17	$18
Lunch	$14	$15	$16	$17	$18	$19
Dinner	$23	$23	$26	$28	$31	$34
Incidentals	$5	$5	$5	$5	$5	$5

Per Diem Rates-
Three-Fourths Calculations
For Partial Day of Travel
Effective October 1, 2020

Total	First & Last Day of Travel
$55	$41.25
$56	$42.00
$61	$45.75
$66	$49.50
$71	$53.25
$76	$57.00

In accordance with the provisions of TCA 4-3-1-008 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective upon approval and shall remain in effect until subsequently modified or withdrawn.

Howard H. Eley, Commissioner
Department of Finance and Administration

8/21/20
Date

Department of Finance and Administration
Standard Reimbursement Rate Schedule
Lodging Revised October 1, 2019
Mileage Revised August 1, 2011

General Reimbursement Rates

Standard Mileage Rate effective August 1, 2011	$	0.47/mile
Maximum Parking Fee Without Receipt		8.00/day
Fees for Handling Equipment/Promotional Materials		20.00/hotel

Out-of-State Reimbursement Rates

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page at: https://www.tn.gov/finance . Click the "Financial" heading and then "Travel Information." Then, click on "Per Diem Rates" where there is a direct link to the GSA CONUS rates. There is also a link on the Finance and Administration Intranet Travel Page Site at: https://teamtn.gov/finance/. Click on "Travel Information" and then click on "Per Diem Rates."

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

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Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
Davidson (Nashville) (July-August only)	$ 223 $201	$61	$45.75
Shelby (Memphis)	$123	$61	$45.75
Williamson (Brentwood/Franklin)	$128	$61	$45.75
Hamilton (Chattanooga)	$112	$61	$45.75
Knox (Knoxville)	$103	$56	$42.00

In-State and Out-of State
Meals & Incidentals - Allocated By Meal
Effective October 1, 2019

Per Diem	$55	$56	$61	$66	$71	$76
Breakfast	$13	$13	$14	$16	$17	$18
Lunch	$14	$15	$16	$17	$18	$19
Dinner	$23	$23	$26	$28	$31	$34
Incidentals	$5	$5	$5	$5	$5	$5

Per Diem Rates-
Three-Fourths Calculations
For Partial Day of Travel
Effective October 1, 2019

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$55	$41.25
$56	$42.00
$61	$45.75
$66	$49.50
$71	$53.25
$76	$57.00

In accordance with the provisions of TCA 4-3-1-8 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective upon approval and shall remain in effect until subsequently modified or withdrawn.

Stuart C. McWhorter, Commissioner
Department of Finance and Administration

9-10-19
Date

Department of Finance and Administration
Department Head and Board Member - Travel Reimbursement Rate Schedule
Lodging Revised October 1, 2020
Mileage Revised August 1, 2011

General Reimbursement Rates

Standard Mileage Rate effective August 1, 2011	$	0.47/mile
Maximum Parking Fee Without Receipt		8.00/day
Fees for Handling Equipment/Promotional Materials		20.00/hotel

Out-of-State Reimbursement Rates

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page at: https://www.tn.gov/finance/ . Click the "Financial" heading and then "Travel Information." Then click on "Per Diem Rates" where there is a direct link to the GSA CONUS rates. There is also a link on the Finance and Administration Intranet Travel Page Site at: https://teamtn.gov/finance/ . Go to "Travel Information" and click on "Comprehensive Travel Regulations" and then "Per Diem Rates."

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

Department Head and Board Member - In-State Travel Reimbursement Rates

The department head lodging rate of $106.00 and the standard rate of $55.00 for meals and incidentals should be used for all in-state locations not listed below.

Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
Davidson (Nashville) (September to November) (December to January) (February to June) (July to August)	 $244 $197 $240 $217	$61	$45.75
Shelby (Memphis)	$133	$61	$45.75
Williamson (Brentwood/Franklin)	$135	$61	$45.75
Hamilton (Chattanooga)	$119	$61	$45.75
Knox (Knoxville)	$112	$56	$42.00

In-State and Out-of State
Meals & Incidentals - Allocated by Meal
Effective October 1, 2020

Per Diem	$55	$56	$61	$66	$71	$76
Breakfast	$13	$13	$14	$16	$17	$18
Lunch	$14	$15	$16	$17	$18	$19
Dinner	$23	$23	$26	$28	$31	$34
Incidentals	$5	$5	$5	$5	$5	$5

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In accordance with the provisions of TCA 4-3-1-008 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective upon approval and shall remain in effect until subsequently modified or withdrawn.

Howard H. Eley, Commissioner
Department of Finance and Administration

8/21/20
Date

Department of Finance and Administration
Department Head and Board Member - Travel Reimbursement Rate Schedule
Lodging Revised October 1, 2019
Mileage Revised August 1, 2011

General Reimbursement Rates

Standard Mileage Rate effective August 1, 2011	$	0.47/mile
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Out-of-State Reimbursement Rates

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Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

Department Head and Board Member - In-State Travel Reimbursement Rates

The department head lodging rate of $106.00 and the standard rate of $55.00 for meals and incidentals should be used for all in-state locations not listed below.

Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
Davidson (Nashville) (July-August only)	$233 $211	$61	$45.75
Shelby (Memphis)	$133	$61	$45.75
Williamson (Brentwood/Franklin)	$138	$61	$45.75
Hamilton (Chattanooga)	$122	$61	$45.75
Knox (Knoxville)	$113	$56	$42.00

In-State and Out-of State
Meals & Incidentals - Allocated By Meal
Effective October 1, 2019

Per Diem	$55	$56	$61	$66	$71	$76
Breakfast	$13	$13	$14	$16	$17	$18
Lunch	$14	$15	$16	$17	$18	$19
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In accordance with the provisions of TCA 4-3-1-8 (3) and the Comprehensive Travel Regulations, the above travel rates supersede and rescind all previous promulgated travel rates. These rates are effective upon approval and shall remain in effect until subsequently modified or withdrawn.

Stuart C. McWhorter, Commissioner
Department of Finance and Administration

9-10-19
Date

The Department of Finance and Administration
Special Travel Regulation One
Travel to Promote the State of Tennessee

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. The Commissioner of the Department of Agriculture, the Commissioner of the Department of Economic and Community Development and the Commissioner of the Department of Tourist Development may authorize a special travel status that will allow the reimbursement of expenses incurred to promote the State of Tennessee.

2. This may include expenses incurred by an employee in traveling with a prospect or when the employee is involved in a business activity directly related to the department's mission during which the employee is required to dine with or accompany a prospect's representative, or those persons who can make a direct contribution to the marketing, promotion, or economic development of the State.

3. Covered expenses may also include costs incurred at the official station of an employee at a time when the employee is working with a prospect or when the employee is involved in a business activity directly related to the department's mission.

4. Covered expenses may also include entertainment expenses for business and community leaders for the purpose of state business. These include but are not limited to meals, refreshments, hors' d'oeuvres, floral arrangements, and gratuities provided by a hotel, motel caterer, or other establishment providing similar services.

5. The determination of such expenses shall be made by the Commissioner of the respective department.

6. Business class airfare is permitted for travel to another continent when the traveler is expected to work on the day of arrival.

7. Expenses or travel incurred to promote the State of Tennessee are not subject to the limits established in the Reimbursement Rate Schedule. Reimbursement for exception expenses shall be allowed only if authorized in advance by proper authority. Receipts are required for all expenses reimbursed under this specific regulation. Reimbursements for exception expenses are limited to the time during which appropriate business activities occur. Meetings when state employees are working together exclusively do not qualify under this special regulation.

8. State officials engaged in business activities to promote the State should be mindful in these situations of their obligations under Tennessee State ethics laws.

Statutory Authority

9. In accordance with the provisions of T.C.A. § 4-3-1008(3), this travel exception, effective when signed, supersedes and rescinds all previously promulgated exceptions of this title and shall remain in effect until subsequently modified or rescinded.

Mark A. Emkes, Commissioner
Department of Finance and Administration

8/20/12
Date

APPROVED:

Robert E. Cooper, Jr.
Attorney General and Reporter

8-24-12
Date

The Department of Finance and Administration
Special Travel Regulation Two
Travel in the Company of the Governor

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Employees traveling in the company of the Governor or those persons directed in writing by the Governor to represent that office are hereby granted special travel status. Expenses or travel incurred shall not be subject to the limits set forth in the Reimbursement Rate Schedule.

2. This travel regulation shall not apply to normal daily expenses incurred at official duty stations unless accompanying the Governor to official meetings, luncheons, conventions, conferences, etc.

3. Expenses shall include all costs incurred by the Governor and any others traveling as members of the Governor's official party except for those costs of a purely personal nature such as laundry, valet service, theater, recreation, etc.

4. Each employee shall submit a claim for reimbursement detailing individual expense. When group expenses occur, the security personnel assigned to the Governor may claim reimbursement for the total group and identify on the claim persons incurring such expense.

5. In accordance with the provisions of TCA –4-3-1008(3), this travel exception, effective August 1, 1998, supersedes and rescinds all previous promulgated exceptions regarding travel in the company of the Governor, and shall remain in effect until subsequently modified or rescinded.

The Department of Finance and Administration
Special Travel Regulation Three
Travel by Department Heads

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Special Travel status is authorized for department heads, for state employees traveling in the company of department heads, or state employees representing a department head.

2. The Commissioner of Finance and Administration in consultation with the Comptroller of the Treasury shall designate persons as department heads for the purpose of traveling under the provisions of this regulation.

3. In addition, the following persons may, in consultation with the Comptroller of the Treasury, designate persons to travel under the provisions of this regulation: the Attorney General, the Chairpersons of the Senate and House Finance, Ways and Means Committees, the Chairpersons of the Fiscal Review Committee, and the Chief Justice of the Supreme Court.

4. The Commissioner of Finance and Administration has established a separate schedule for the maximum rate of reimbursement for department heads to accompany this regulation.

5. First class travel on common carrier shall be allowed at the option of the department head when accompanying others not employed by the State who are traveling in first class accommodations.

6. Department heads are authorized to hold group breakfasts, luncheons, or dinners for business purposes. Such events should be occasioned by a meeting of long duration or by circumstances where it is more feasible to provide such meals than to recess the meeting. Expenses incurred under this regulation may be reimbursed to the sponsoring department head or charged directly to the department. Expenses for meals for employees occasioned by meetings called by the department head are allowed. A receipt or other satisfactory evidence of payment is required for reimbursement.

7. Department heads are authorized to receive reimbursement of meals and related costs when acting as hosts to guests of the State or other official business functions. Department heads may be reimbursed for the actual expenses incurred. Authority granted by this item may be delegated by the department head to members of the department head's staff provided it is in writing and accompanies any claim for reimbursement, along with appropriate receipts. The propriety of such expenses shall be left solely to the discretion of the department head.

Statutory Authority

8. In accordance with the provisions of TCA § 4- 3-1008 (3), this travel exception, effective when signed, supersedes and rescinds all previous promulgated travel exceptions concerning travel by department heads and shall remain in effect until subsequently modified or rescinded.

Mark A. Emkes

8/20/12

Mark. A. Emkes, Commissioner
Department of Finance and Administration

Date

APPROVED:

R E Cooper Jr

8-24-12

Robert E. Cooper, Jr.
Attorney General and Reporter

Date

The Department of Finance and Administration
Special Travel Regulation Four
Travel by Board and Commission Members

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Special travel status is authorized for members of Boards, Authorities, Commissions or Committees of the Executive Branch, and when designated, by the appropriate authority through law, rule, regulation, and/or policy, to those of the Judicial and Legislative Branches (excluding elected officials of the Judicial and Legislative Branches). The provisions of this travel status are also applicable to non-state members.

2. The Commissioner of Finance and Administration has established a maximum of reimbursement authorized by this special travel regulation for board and commission members.

3. Members of boards and commissions are eligible for reimbursement regardless of any per diem paid to said member unless stated otherwise in law, rule, regulation and/or policy.

4. Reimbursement for all travel shall be claimed in accordance with the Comprehensive Travel Regulations.

5. To comply with the provisions of TCA 4-3-1—8(3), departments should report quarterly out-of-state travel by board and commission members to the Department of Finance and Administration, Budget Office.

6. In accordance with the provisions of TCA 4-3-1008(3), these travel regulations, effective August 1, 1998, supersede and rescind all previous promulgated travel exceptions concerning board and commission members, and shall remain in effect until subsequently modified or rescinded.

The Department of Finance and Administration
Special Travel Regulation Five
Pilot and Air Crew Travel

Unless specifically addressed by the provisions contained herein, the Comprehensive Travel Regulations shall apply to all expenses or travel incurred under this regulation.

1. Persons servings as pilot, co-pilot or crew member, including maintenance personnel serving in any of these capacities, on state-owned or leased aircraft used for the purpose of transporting passengers on state business are granted travel authorization without regard to the provisions Sections 4 through 6 of the Comprehensive Travel Regulations.

2. Expenses or travel incurred under this provision are not subject to the reimbursement limits set forth in the Reimbursement Rate Schedule.

3. Reimbursement for these expenses shall be limited to the time during which the state duties are being performed and shall not apply to other travel. Receipts or other satisfactory evidence of payment are required for reimbursement.

4. Employees shall be considered on travel status one hour before actual takeoff and one hour after actual landing.

5. In addition to overnight lodging costs, lodging shall be allowed when it is necessary for crew members to wait for passengers, or when due to excessive hours of work crew members need a location to obtain rest.

6. In accordance with the provisions of TCA 4-3-1008(3), these travel regulations, effective August 1, 1998, supersede and rescind all previous promulgated travel exceptions concerning pilot and air crew travel, and shall remain in effect until subsequently modified or rescinded.