Department of Finance and Administration
Standard Reimbursement Rates
Lodging Revised October 1, 2016
Mileage Revised August 1, 2011

General Reimbursement Rates

Standard Mileage Rate Effective August 1, 2011	$	0.47/ mile
Maximum Parking FeeWithout 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 bythe federal government. To view the CONUS rates, access the Department ofFinance and Administration web page @ http://www.tn.gov/finance/ Click the "Financial" heading and then under "Travel Regulations" go to the "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/article/fa-state-emp-travel-guide

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

In-State Travel Reimbursement Rates

In-state lodging and meal rates follow the CONUS rates for Tennessee. The standard in-state lodging rate of $91.00 and $51.00 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) October 1-June 30	$161	$59	$44.25
July1-Aug. 31	$151	$59	$44.25
Sept.1-Sept. 30	$161	$59	$44.25
Shelby (Memphis)	$113	$59	$44.25
Williamson (Brentwood/Franklin)	$121	$59	$44.25
Hamilton (Chattanooga)	$100	$64	$48.00
Knox (Knoxville)	$ 96	$59	$44.25

In-State and Out-of State
Meals & Incidentals - Allocated By Meal
Effective October 1, 2015

Per Diem	$51	$54	$59	$64	$69	$74
Breakfast	$11	$12	$13	$15	$16	$17
Lunch	$12	$13	$15	$16	$17	$18
Dinner	$23	$24	$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, 2015

Total	First & Last Day of Travel
$51	$38.25
$54	$40.50
$59	$44.25
$64	$48.00
$69	$51.75
$74	$55.50

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.

Larry B. Martin, Commissioner
Department of Finance and Administration

8/24/16
Date