

**The Department of Finance and Administration  
 Department Head and Board Member - Travel Reimbursement Rate Schedule  
 October 1, 2009**

**General Reimbursement Rates**

Standard Mileage Rate effective July 1, 2009	\$	0.51/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 @ <http://www.state.tn.us/finance/>. Click on Division of Accounts; then scroll to Policy Development 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: [http://www.intranet.state.tn.us/finance/News\\_Event/index/html](http://www.intranet.state.tn.us/finance/News_Event/index/html).

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**

In-state lodging and meal rates follow the CONUS rates for Tennessee. The standard in-state lodging rate of \$80.00 and \$46.00 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)	129	66	49.50
Shelby (Memphis)	110	61	45.75
Williamson (Brentwood/Franklin)	112	56	42.00
Hamilton (Chattanooga)	97	56	42.00
Knox (Knoxville)	94	56	42.00
Anderson (Oak Ridge)	100	46	34.50

*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 These rates are effective October 1, 2009 and shall remain in effect until subsequently modified or withdrawn.*

*[Signature]*  
 M.D. Goetz, Commissioner  
 Department of Finance and Administration

*9/10/09*  
 Date

For out of State Rates go to the following location:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=17943](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943)