

**Department of Finance and Administration**  
**Standard Reimbursement Rates**  
*Lodging and Meals Revised October 1, 2011*  
*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 @ <http://www.tennessee.gov/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://intranet.tn.gov/finance/home.html> Then go to "Employee Info" and "travel"

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**

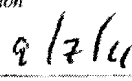
In-state lodging and meal rates follow the CONUS rates for Tennessee. The standard in-state lodging rate of \$77.00 and \$46.00 for meals and incidentals should be used for all in-state locations not listed below.

Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
Davidson (Nashville)	<u>107</u>	66	49.50
Shelby (Memphis)	<u>93</u>	61	45.75
Williamson (Brentwood/Franklin)	<u>97</u>	56	42.00
Hamilton (Chattanooga)	<u>94</u>	56	42.00
Knox (Knoxville)	<u>86</u>	56	42.00
Anderson (Oak Ridge)	<u>91</u>	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 These rates are effective upon approval and shall remain in effect until subsequently modified or withdrawn.*

Signature is on file with the Division of Accounts, Department of Finance and Administration

  
 Mark A. Emkes, Commissioner  
 Department of Finance and Administration

  
 Date



**STATE OF TENNESSEE**  
**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
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13th FLOOR WILLIAM R. SNODGRASS TENNESSEE TOWER  
NASHVILLE, TENNESSEE 37243

**Mark A. Emkes**  
COMMISSIONER

***MEMORANDUM***

**TO:** Agency Fiscal Directors

**FROM:** Jack Hill, Director  
Policy Development, Accounts

**DATE:** September 14, 2011

**SUBJECT:** Revised In-State Lodging Rates

Each year the U.S. General Services Administration adjusts the lodging and meal rates for the continental United States (CONUS). Commissioner Emkes has approved adjustments to the in-state lodging rates so they will be aligned with the CONUS changes. The standard lodging rate of \$77.00 remains the same, as do all meal and incidental rates. You will see that the lodging rates for Nashville and Memphis have actually decreased by \$3.00; other cities have a modest increase of \$1 to \$4 dollars.

We will continue to follow the CONUS rates for all out-of-state travel as well.

The State web sites are currently being updated; and Edison is being adjusted to reflect the changes. Please contact me should you have any questions.