

**THE UNIVERSITY OF TENNESSEE
TRAVEL REIMBURSEMENT RATE SCHEDULE
Effective: October 1, 2011**

A. MILEAGE RATE: Standard Mileage Rate is \$ 0.47 per mile (for travel on or after August 1, 2011)

B. HOTEL CHECK-IN AND BAGGAGE HANDLING: \$5.00 for each check-in

C. LODGING AND MEAL ALLOWANCES

The maximum allowances for both lodging and meals will be in accordance with the rates published by the U.S. General Services Administration (CONUS) or the Department of Defence (OCONUS)

D. PARTIAL MEALS ALLOWANCES FOR DAY OF DEPARTURE AND DAY OF RETURN FOR BOTH IN-STATE AND OUT-OF-STATE TRAVEL:

Reimbursement for meals for the day of departure and the day of return will be calculated based on the number of hours the traveler is in travel status. The values are as follows:

Day of Departure:

Time of Departure	Hours in Travel Status	% of Per Diem
0:00 – 5:59	18:01 – 24:00	100
6:00 – 11:59	12:01 – 18:00	75
12:00 – 17:59	6:01 – 12:00	50
18:00 – 23:59	0:01 – 6:00	25

Day of Return:

Time of Return	Hours in Travel Status	% of Per Diem
0:01 – 6:00	0:01 – 6:00	25
6:01 – 12:00	6:01 – 12:00	50
12:01 – 18:00	12:01 – 18:00	75
18:01 – 24:00	18:01 – 24:00	100

- E. MEAL ALLOWANCE FOR ONE-DAY TRIPS:** Reimbursement for a single meal (or meals) for employees on one-day travel status with no overnight stay is not permitted.
- F. MEALS INCLUDED IN A REGISTRATION FEE OR ENTERTAINMENT:** A partial meal allowance is available when meals are provided as a part of a registration fee for a conference, seminar, or workshop or as part of entertainment. No meal allowance is available if the registration fee includes all meals for that day. Continental breakfasts that may be included in a registration fee are not considered a meal. The deductions for meals provided are based on a full-day meal rate as follows:

- 20% for Breakfast
- 30% for Lunch
- 50% for Dinner

- G. MEAL ALLOWANCE FOR TEAM, GROUP, AND RETREAT TRAVEL:** The following percentages and the CONUS rate for the location of travel must be used when a partial meal allowance is applicable.

Meal	In-State	Out-of-State
Breakfast	20%	20%
Lunch	30%	30%
Dinner	50%	50%

- H. PRIVATE AIRCRAFT:**

Reimbursement will be in accordance with the CONUS rates provided by the U.S. General Services Administration. As of January 1, 2011, the rate per land mile is \$1.29. Rand McNally Road Atlas, Google Maps, MapQuest, or other recognizable mileage charts should be used to determine applicable land miles.

- I. Original itemized receipts must be submitted with the signed Travel Expense Report for expenditures of \$50.00 or more.**