

**TO:** University Employees  
**FROM:** Charles M. Peccolo, Vice President and Treasurer  
**SUBJECT:** Travel Reimbursement Rates to be Effective January 15, 2007  
**DATE:** January 12, 2007

Effective Monday, January 15, 2007, for travel on and after this date, the State of Tennessee and the University of Tennessee will utilize the U.S. General Services Administration CONUS (Continental United States) rates for lodging, meals and incidentals for travel within the State of Tennessee. The CONUS and OCONUS rates for travel outside the State of Tennessee and international travel have been in place since January 1, 2006.

Additionally, effective January 15, 2007, the reimbursement rate for use of a personal automobile will increase to \$.46 per mile.

The following reflects the current CONUS rates for specific cities within the State of Tennessee.

<b>Specific Cities</b>	<b>Maximum Lodging</b>	<b>Maximum Meals and Incidentals</b>	<b>Region</b>
Brentwood	\$82.00 (plus taxes)	\$49.00	TN/BR
Chattanooga	\$81.00 (plus taxes)	\$44.00	TN/CH
Franklin	\$82.00 (plus taxes)	\$49.00	TN/FR
Gatlinburg	\$67.00 (plus taxes)	\$49.00	TN/GA
Knoxville	\$74.00 (plus taxes)	\$49.00	TN/KN
Memphis	\$83.00 (plus taxes)	\$49.00	TN/ME
Nashville	\$99.00 (plus taxes)	\$54.00	TN/NA
Oak Ridge	\$72.00 (plus taxes)	\$39.00	TN/OR
Townsend	\$67.00 (plus taxes)	\$49.00	TN/TO
All Other Tennessee Cities and Counties	\$65.00 (plus taxes)	\$39.00	TN/

**NOTE:** The State of Tennessee and the University has established \$65.00 for all other cities in Tennessee. The standard CONUS rate shown in the CONUS tables is \$60.00.

The Region Codes identified above must be used for trips that reflect expenses incurred on or after January 15, 2007. The old Region codes (TN1S, TN2S, TN3S, TN1U AND TN2U) must be used for expenses incurred prior to January 15, 2007. Multiple designations reflecting the old and new Region codes must be used for trips that cross over the January 15, 2007 date.

CONUS and OCONUS rates for travel outside the State of Tennessee and International travel can be found on the [U.S General Services Administration](http://www.gsa.gov) web site