

**The University of Tennessee
Fiscal Policy Statement FI0705
University Travel Regulations and Procedures
As revised Effective October 1, 2011**

SUPPLEMENT NUMBER TWO

These regulations constitute Supplement Number Two to the University of Tennessee travel regulations regarding travel at University expense. Authorization for travel will not be granted, and expenses will not be reimbursed unless the travel is made and reimbursement is claimed in accordance with the University travel regulations and any supplements thereto.

1. Provisions for travel contained in this supplement Number Two will be applicable to members of the **University of Tennessee Board of Trustees**.
2. Expenses for checking into lodging facilities will be allowed up to \$5.00.
3. **In-State Lodging and Meals:** Reimbursement for actual lodging and meals will be allowed up to the Federal (CONUS) maximum rate plus taxes. The following reflects the current CONUS rates for cities within the State of Tennessee.

Specific Cities	Maximum Lodging	Maximum Meals and Incidentals	Region
Brentwood/Williamson County	\$ 97.00 (plus taxes)	\$56.00	TN/BR
Chattanooga/Hamilton County	\$ 94.00 (plus taxes)	\$56.00	TN/CH
Franklin/Williamson County	\$ 97.00 (plus taxes)	\$56.00	TN/FR
Knoxville/Knox County	\$ 86.00 (plus taxes)	\$56.00	TN/KN
Memphis/Shelby County	\$ 93.00 (plus taxes)	\$61.00	TN/ME
Nashville/Davidson County	\$107.00 (plus taxes)	\$66.00	TN/NA
Oak Ridge/Anderson County	\$ 91.00 (plus taxes)	\$46.00	TN/OR
All Other Tennessee Cities & Counties	\$ 77.00 (plus taxes)	\$46.00	TN/

NOTE: For all other cities in Tennessee, the standard CONUS rate shown in the CONUS tables is \$77.00.

4. **Out-of-State Lodging and Meals:** Reimbursement for actual expenses for out-of-state lodging will be allowed up to the Federal (CONUS) maximum rate for the city, state, or country of travel. Resort and convention hotels will be given special consideration.
5. **Partial Meal Allowance for Day of Departure and Day of Return:** 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

6. **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.
7. **Meals Included in a Registration Fee:** A partial meal allowance (75% of the daily rate) is available when one or two meals are provided as a part of a registration fee for a conference, seminar, or workshop. 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
8. Group lodging arrangements and group meal arrangements for Board meetings or committee meetings may be approved by the Vice President for Budget and Finance with such group expenses charged directly to the appropriate department.

This Supplement Number Two, effective October 1, 2010, supersedes all prior Supplements.