

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

**SUPPLEMENT NUMBER FOUR**

These regulations will constitute Supplement Number Four 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 Four will be applicable only to individuals serving as **pilot, co-pilot, or crew members** on the University-owned or leased aircraft used for the purpose of transporting passengers.
2. Expenses for checking into lodging facilities will be allowed up to \$5.00.

**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 within the State of Tennessee.

<b>Specific Cities</b>	<b>Maximum Lodging</b>	<b>Maximum Meals and Incidentals</b>	<b>Region</b>
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/

3. **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.
4. **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:**

<b>Time of Departure</b>	<b>Hours in Travel Status</b>	<b>% of Per Diem</b>
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:**

<b>Time of Return</b>	<b>Hours in Travel Status</b>	<b>% of Per Diem</b>
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

5. **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.
6. **Actual Cost:** Actual lodging expenses are applicable:
  - When accompanying University or State officials on official business
  - When it is necessary to wait overnight for passengers
7. Meals may be allowed in excess of regulations when it is necessary to take meals at a hotel or other area when eating facilities are limited. In those cases, where meals exceed stated limits, an explanation must be given and a receipt furnished.
8. For the purpose of determining eligibility for meal reimbursement, those individuals' names in Item 1 will be considered as away from their official station: One hour before takeoff and one hour after landing, due to the necessity of pre-flight and post-flight arrangements.
9. All expenses submitted for reimbursement pursuant to this Supplement will be specifically identified as incurred while performing duties as enumerated in Item 1.

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