Franklin County Travel Form Ven# for Event Specific In-Service Staff Development Inv# With Formulas Date/Time of Phone# Employee: Required Departure Address: Title of Event: Location of Event: Date/Time Feasible to Return Location of Lodging: Sun Mon Tues Weds Thur Fri Sat Mark with "X" if it's a Travel Day The Franklin County Travel Policy update 1/4/07 requires claimants to reduce their per diem rates by the meals provided and to not pay for meals if claimants leave early/late when not necessary. Cost Claimed for Meals Not Provided is by (Circle One): Per Diem Rate Receipts (Attached) Meal Expenses: Mark with "P" if Meal for that time was Provided by the Event Registration or Hotel Accommodations. Sun Mon Tues Weds Thurs Fri Sat **Total Cost Meals** 0.00 Breakfast 0.00 Lunch 0.00 Supper Incidentals 0.00 Other Expenses: Tues Weds Fri Sat **Total Cost Other** Sun Mon Thurs 0.00 Lodging (without TN Sales Tax) Parking (without Receipt \$8) 0.00 0.00 Misc Items (Receipts Attached) 0 Total Miles Round Trip: x Current Mileage Rate 0.70 **Total Cost Mileage** 0.00 **Total Claim:** 0.00 **Employee Signature:** Date **Expense Line** Fund Dept Obj CC Sub Obj

Claimants are also required to submit a certificate of attendance (Name Tag will Suffice), agenda & hotel receipts before claims can be paid. By signing this claim employees & supervisors certify this document is true & correct.

Date

Supervisor Signature:

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Claimants Travel Rate					
Per Diem	Per Meal	75%			
Full Day	\$68.00	\$51.00			
Breakfast	\$16.00	\$12.00			
Lunch	\$19.00	\$14.25			
Dinner	\$28.00	\$21.00			
Incidentals	\$5.00	\$3.75			

Rate	County/City
\$68	Sevier & Blount (Gatlinburg/Townsend)
\$74	Knox Co (Knoxville) Hamilton Co (Chattanooga) Shelby (Memphis)
\$86	Williamson Co (Brentwood/Franklin) Davidson County (Nashville)

Franklin County follows State of Tennessee Travel Rates
All Counties Not Listed the Rate is \$59.00 M, M & I

Out-of-State M M & I - Reimbursement Rate as per CONUS

https://www.gsa.gov/travel/plan-book/per-diem-rates

m Meal & Incidental Rates								
Per Diem	Reg M & I	75%						
Full Day	\$74	\$55.50	\$80	\$60.00	\$86	\$64.50	\$92	\$69.00
Breakfast	\$18	\$13.50	\$20	\$15.00	\$22	\$16.50	\$23	\$17.25
Lunch	\$20	\$15.00	\$22	\$16.50	\$23	\$17.25	\$26	\$19.50
Dinner	\$31	\$23.25	\$33	\$24.75	\$36	\$27.00	\$38	\$28.50
Incidentals	\$5	\$3.75	\$5	\$3.75	\$5	\$3.75	\$5	\$3.75

If there are special county related circumstances concerning your trip please note below:				

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