

**Franklin County Travel Form
for Event Specific In-Service Staff Development**

Ven# _____

Inv# _____

With Formulas

Employee: _____

Address: _____

Title of Event: _____

Location of Event: _____

Location of Lodging: _____

Date/Time of Required Departure	

Date/Time Feasible to Return	

Mark with "X" if it's a Travel Day

Sun	Mon	Tues	Weds	Thur	Fri	Sat

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.

Meal Expenses:	Cost Claimed for Meals Not Provided is by (Circle One):						Per Diem Rate	Receipts (Attached)
	<p align="center">Mark with "P" if Meal for that time was Provided by the Event Registration or Hotel Accommodations.</p>							
	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	Total Cost Meals
Breakfast								0.00
Lunch								0.00
Supper								0.00
Incidentals								0.00

Other Expenses:								
	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	Total Cost Other
Lodging (without TN Sales Tax)								0.00
Parking (without Receipt \$8)								0.00
Misc Items (Receipts Attached)								0.00

Total Miles Round Trip:		x Current Mileage Rate	0.625	Total Cost Mileage	0.00
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Total Claim:	0.00
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Employee Signature: _____ Date

Supervisor 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.

Claimants Travel Rate		
Per Diem	Per Meal	75%
Full Day	\$59.00	\$44.25
Breakfast	\$13.00	\$9.75
Lunch	\$15.00	\$11.25
Dinner	\$26.00	\$19.50
Incidentals	\$5.00	\$3.75

Rate	County/City
\$59	Sevier & Blount (Gatlinburg/Townsend)
\$64	Knox Co (Knoxville) Hamilton Co (Chattanooga) Shelby (Memphis) Williamson Co (Brentwood/Franklin)
\$79	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>

Maximum Meal & Incidentals Rates									
Per Diem	Reg M & I	75%	Reg M & I	75%	Reg M & I	75%	Reg M & I	75%	
Full Day	\$64	\$48.00	\$69	\$51.75	\$74	\$55.50	\$79	\$59.25	
Breakfast	\$14	\$10.50	\$16	\$12.00	\$17	\$12.75	\$18	\$13.50	
Lunch	\$16	\$12.00	\$17	\$12.75	\$18	\$13.50	\$30	\$22.50	
Dinner	\$29	\$21.75	\$31	\$23.25	\$34	\$25.50	\$36	\$27.00	
Incidentals	\$5	\$3.75	\$5	\$3.75	\$5	\$3.75	\$5	\$3.75	

If there are special county related circumstances concerning your trip
