

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

Ven# _____

Inv# _____

With Formulas

Employee: _____

Address: _____

| Date/Time of Required Departure | |
|---------------------------------|--|
| | |

Title of Event: _____

Location of Event: _____

Location of Lodging: _____

| 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) |
|-----------------------|---|-----|------|------|-------|-----|----------------------|----------------------------|
| | 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 |
| 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 | 0.67 | Total Cost Mileage | 0.00 |
|--------------------------------|--|------------------------|-------------|---------------------------|-------------|

| | |
|---------------------|-------------|
| Total Claim: | 0.00 |
|---------------------|-------------|

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) |
| \$69 | 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 & Incidental 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 |
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