

STATE OF TENNESSEE

MEMORANDUM

TO: Commissioners
FROM: Commissioner Harlan Mathews *H.M.*
SUBJECT: Comprehensive Travel Regulations
DATE: September 18, 1967

Effective October 1, 1967, the reimbursement rates for use of a personally-owned car and the subsistence allowances for travel are being revised.

The new rates are summarized below:

- New Rate 1. Reimbursement Rates for Use of a Personally-Owned Car
- 8¢/mile Car authorized in daily performance of duties; State car not available; or for convenience of employee if more than one State employee is transported.
- 6¢/mile Car transports one employee for his convenience.
- 9¢/mile For first 10,000 miles when Department Head requests that all employees be reimbursed at the rate of 9¢ per mile for the first 10,000 miles and 7¢ per mile for all miles over 10,000.
- 7¢/mile For all miles over 10,000 miles when requested by Department Head as stated above.
2. Subsistence Allowances for Lodging
- \$16.00 Out-of-state travel except expenses for lodging en route to destination shall not exceed \$10.00.
- \$20.00 Out-of-state travel in cities over one million population including Washington, D. C.
- \$10.00 In-state travel
- \$10.00 Out-of-state travel enroute to destination.
- \$8.00 Extended travel.
3. Subsistence Allowance for Meals
- \$7.50 Out-of-state: \$1.50 for breakfast, \$2.00 for lunch, \$4.00 for dinner.
- \$6.00 In-state and extended travel:
\$1.25 for breakfast, \$1.75 for lunch, \$3.00 for dinner.