

CLAIM FOR TRAVELING EXPENSE

Date	Location and Time of Departure	Location and Time of Arrival	Transportation (Rate: \$0.67) Mileage paid to driver using TN state mileage chart as of July 1 each academic year.		Lodging (attach receipt) Hotel rate will be paid at conference or government rate, if available. Otherwise, the hotel will be paid at the actual cost of a standard type room at the hotel.	Meals: Select all that apply. Same-day Travel: Lunch reimbursed at TN state rate if the meal is not included at the destination Overnight Travel: 1st day of travel: Lunch, if traveling before 10:00 am, and Dinner reimbursed at TN state rate of July 1 of the academic year if meal is not included at the destination or hotel Whole days at conference: Breakfast, Lunch, and Dinner reimbursed at TN state rate of July 1 of the academic year if meal is not included at the destination or hotel Last Day of travel: Breakfast and Lunch reimbursed at TN state rate as of July 1 of the academic year, if meal is not included at the destination or hotel			Other: Parking to be paid at actual cost with receipt. Valet parking is only approved if self- parking is not available at the hotel. Other incidentals must have prior approval before trip occurs
			# Miles*	Rate		Breakfast	Lunch	Dinner	
		Grand Total	0	0	0	0	0	0	0

Purpose of trip: _____

Name of Driver: _____

Passengers: _____

For additional information on TN state travel rates, please visit the following GSA website: [GSA.gov](https://www.gsa.gov)

I hereby certify that this claim is true and correct:

Claimant

Position

Approved by: _____

Superintendent/Supervisor

Central Office use only: Account charged to: _____