## **CLAIM FOR TRAVELING EXPENSE**

Lodging (attach receipt) Hotel rate will be paid at conference or government rate, if available. Otherwise, the hotel will be paid at the destination or hotel  Location and Time of Date  Date  Departure  Location and Time of Departure  Location and Time of Date  Departure  Location and Time of Date  Date  Location and Time of Departure  Location an
Lodging (attach receipt) Hotel rate will be paid at conference or government rate, if available. Otherwise, the hotel will be paid at the destination or hotel Last Day of travel:  Location and Time of Departure  Location and Time of Arrival  Location and Time of Departure  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.  Location and Time of Arrival  Location and Time of Departure  Location and Time
Lodging (attach receipt) Hotel rate will be paid at conference or government rate, if available. Otherwise, state mileage chart as of July Location and Time of Departure  Location and Time o
Transportation (Rate: \$0.67) Mileage paid to driver using TN state mileage chart as of July Date  Location and Time of Date  Transportation (Rate: \$0.67)  Date  Transportation (Rate: \$0.67)  Mileage paid to driver using TN state mileage chart as of July 1 each academic year.  Transportation (Rate: \$0.67)  Mileage paid to driver using TN state mileage chart as of July 1 each academic year.  Transportation (Rate: \$0.67)  Mileage paid to driver using TN state mileage chart as of July 1 each academic year.  Transportation (Rate: \$0.67)  Mileage paid to driver using TN state mileage chart as of July 1 of the academic year if meal is not included at the hotel.  Departure  Transportation (Rate: \$0.67)  Mileage paid to driver using TN state mileage chart as of July 1 of the academic year, if meal is not included at the hotel.  Departure  Transportation (Rate: \$0.67)  Mileage paid to driver using TN state mileage chart as of July 1 of the academic year, if meal is not included at the hotel.  Departure  Departure  Transportation (Rate: \$0.67)  Mileage paid to driver using TN state mileage chart as of July 1 of the academic year, if meal is not included at the hotel.  Departure  Departure  Transportation (Rate: \$0.67)  Mileage paid to driver using TN state mileage chart as of July 1 of the academic year, if meal is not included at the hotel.  Departure  Departure  Departure  Departure  Departure  Transportation (Rate: \$0.67)  Mileage paid to driver using TN swill be paid at conference or government rate, if available. Otherwise, the hotel will be paid at the actual cost of a standard type room July 1 of the academic year, if meal is not included at the hotel.  Departure  Departure  Departure  Departure  Departure  Transportation (Rate: \$0.67)  Mileage paid to driver using TN state mileage chart as of July 1 of the academic year, if meal is not included at the hotel.  Departure  Departure  Departure  Departure  Departure  Departure  Transportation  Divided at TN state rate of July 1 of the academic year, if meal is not inc
Transportation (Rate: \$0.67) Mileage paid to driver using TN state mileage chart as of July  Location and Time of Departure  Transportation (Rate: \$0.67) Mileage paid to driver using TN state mileage chart as of July  Departure  Transportation (Rate: \$0.67) Mileage paid to driver using TN state mileage chart as of July  Location and Time of Departure  Transportation (Rate: \$0.67) Mileage paid to driver using TN state mileage chart as of July  State mileage chart as of July  Location and Time of Departure  Transportation (Rate: \$0.67) Mileage paid to driver using TN state mileage chart as of July  State mileage chart as of July  1 each academic year.  Standard type room at the hotel.  Will be paid at conference or government rate, if available. Otherwise, the hotel will be paid at confidence if meal is not included at the destination or hotel  Last Day of travel:  Breakfast and Lunch reimbursed at TN state rate of July 1 of the academic year if meal is not included at the hotel.  Other incidentals must have prior approval 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 hotel.  State mileage chart as of July 1 of the academic year if meal is not included at the destination or hotel  Uselt parking to be paid at could cost with receipt. Valet parking is only approved if self- parking is not available at the hotel.  Standard type room at the hotel.
(Rate: \$0.67) Mileage paid to driver using TN state mileage chart as of July  Location and Time of Date  (Rate: \$0.67) Mileage paid to driver using TN state mileage chart as of July  Date  (Rate: \$0.67) Mileage paid to driver using TN state mileage chart as of July  Location and Time of Departure  (Rate: \$0.67) Mileage paid to driver using TN state mileage chart as of July  State mileage chart as of July  1 each academic year if meal is not included at the destination or hotel 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 hotel.  Other incidentals must have prior approval before trip occurs
Mileage paid to driver using TN state mileage chart as of July  Location and Time of Departure  Mileage paid to driver using TN state mileage chart as of July  1 each academic year.  Date  Mileage paid to driver using TN state mileage chart as of July  1 each academic year.  Date  Mileage paid to driver using TN state mileage chart as of July  1 each academic year.  Date  Mileage paid to driver using TN state mileage chart as of July  1 each academic year.  Date  Mileage paid to driver using TN state mileage chart as of July  1 each academic year if meal is not included at the hotel.  Breakfast and Lunch reimbursed at TN state rate as of July 1 of the academic year, if meal is not included at the hotel.  Breakfast and Lunch reimbursed at TN state rate as of July 1 of the academic year, if meal is not included at the hotel.  Other incidentals must have prior approval before trip occurs
driver using TN state mileage chart as of July  Location and Time of Date  Date  Departure  Location and Time of Departure  Date  Departure  De
driver using IN state mileage chart as of July  Location and Time of Departure  Date    Departure   Criver using IN state mileage chart as of July 1 of the academic year if meal is not included at the hotel will be paid at the actual cost of a standard type room at the hotel.    Available. Otherwise, the hotel will be paid at the actual cost of a standard type room at the hotel.    State mileage chart as of July 1 of the academic year if meal is not included at the hotel.    Departure   Depart
Location and Time of Departure  Location and Time of Departure  Location and Time of Arrival  Location and Time of Arrival  Location and Time of Arrival  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  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 incidentals must have prior approval before trip occurs
Location and Time of Departure  Chart as of July at the actual Cost of a standard type room Departure  Chart as of July at the actual Cost of a standard type room academic year. at the hotel.  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  have prior approval before trip occurs
Location and Time of Location and Time 1 each standard type room July 1 of the academic year, if meal is not included at the destination or hotel before trip occurs
Date   Departure   of Arrival   academic year.   at the hotel.   destination or hotel
# Miles* Rate Breakfast Lunch Dinner
Grand Total 0 0 0 0 0 0 0
Purpose of trip:  I hereby certify that this claim is true and correct:
Name of Driver: Claimant
Passengers: Position
Date: Approved by:
For additional information on TN state travel rates, please visit the following
GSA website: GSA.gov Superintendent/Supervisor
Central Office use only: Account charged to: