

Franklin County Board of Education Travel Form  
for Events Specific to In-Service Staff Development

Invoice # (Finance Dept Use)

With Formulas:

Employee Name	_____
Title of Event:	_____
Location of Event:	_____
	_____
Location of Lodging:	_____
	_____

Date/Time of Required Departure	

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:						Per Diem Rate		
						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	0.47	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	Cost Center (if applicable)	Sub Obj/Sub Fund (if applicable)

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		\$0.00
Breakfast		\$0.00
Lunch		\$0.00
Dinner		\$0.00
Incidentals		\$0.00

Rate	County/City
\$51	All other TN Counties Not Listed
\$59	Davidson County (Nashville) Shelby Co (Memphis) Knox Co (Knoxville Co) Williamson Co (Brentwood/Franklin)
\$64	Hamilton Co (Chattanooga)

Out-of-State M M & I - Reimbursement Rate as per CONUS

<http://www.gsa.gov>

Maximum Meal & Incidental Rates						
Per Diem	Reg M & I	75%	Reg M & I	75%	Reg M & I	75%
Full Day	\$51	\$38.25	\$54	\$40.50	\$59	\$44.25
Breakfast	\$11	\$8.25	\$12	\$9.00	\$13	\$9.75
Lunch	\$12	\$9.00	\$13	\$9.75	\$15	\$11.25
Dinner	\$23	\$17.25	\$24	\$18.00	\$26	\$19.50
Incidentals	\$5	\$3.75	\$5	\$3.75	\$5	\$3.75
Per Diem	Reg M & I	75%	Reg M & I	75%	Reg M & I	75%
Full Day	\$64	\$48.00	\$69	\$51.75	\$74	\$55.50
Breakfast	\$15	\$11.25	\$16	\$12.00	\$17	\$12.75
Lunch	\$16	\$12.00	\$17	\$12.75	\$18	\$13.50
Dinner	\$28	\$21.00	\$31	\$23.25	\$34	\$25.50
Incidentals	\$5	\$3.75	\$5	\$3.75	\$5	\$3.75

<b>If there are special county related circumstances concerning your trip please note below:</b>