



12-23-1993

State Revises Travel Reimbursement Rates

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Recommended Citation

MTAS, "State Revises Travel Reimbursement Rates" (1993). *MTAS Publications: Hot Topics*.
http://trace.tennessee.edu/utk_mtastop/2

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December 23, 1993 #1

State Revises Travel Reimbursement Rates

The state of Tennessee has revised its travel reimbursement rates. If your city adopted the MTAS model travel policy and you reimburse using the state rates, then your reimbursement rates have changed, too. Your governing body doesn't need to take any action for your city to begin reimbursing for travel at the new rates listed here.

MTAS will let you know if there are ever changes to the federal rates; we aren't aware of any changes pending.

The new, higher state rates were effective Nov. 1, 1993. In-state travelers are now reimbursed at two different rates (Level I and Level II), depending on where they travel. Out-of-state travelers are eligible for reimbursement at one of four levels, depending on location. First, here are some general rates that have changed:

- ! Mileage \$.24 per mile
- ! Maximum parking fees without receipt \$ 4.50 per day
- ! Baggage handling fee \$ 4.00 per hotel
- ! Fees for handling equipment/promotional material \$20.00 per hotel
- ! Extended travel long distance phone calls \$10.00 per week

Reimbursement Rates for In-State Travel

Lodging Level I -- City and County Travel Sites

Hotel/motel per day (all locations except Level II locations) \$37 + tax

Lodging Level II -- City and County Travel Sites

Davidson, Hamilton, Knox, and Shelby counties and Gatlinburg
Hotel/motel per day \$40 + tax

Meals Per Day

Level I	\$ 5	\$ 7	\$10	\$22 total
Level II	\$ 5	\$ 8	\$11	\$24 total

Reimbursement Rates for Out-of-State Travel

Lodging Level I -- Travel Sites

Hotel/motel per day (all locations except Levels II - IV) \$55 + tax

Lodging Level II -- Travel Sites

Hotel/motel per day \$70 + tax

- | | |
|----------------------|----------------------|
| ! Connecticut | ! Kansas City, MO |
| ! Massachusetts | ! Miami, FL |
| ! Akron, OH | ! Milwaukee, WI |
| ! Atlanta, GA | ! New Orleans, LA |
| ! Baltimore, MD | ! Orlando, FL |
| ! Bethesda, MD | ! Providence, RI |
| ! Buffalo, NY | ! Richmond, VA |
| ! Canton, OH | ! Rochester, NY |
| ! Charleston, SC | ! Rockville, MD |
| ! Cincinnati, OH | ! St. Louis, MO |
| ! Cleveland, OH | ! Salt Lake City, UT |
| ! Columbus, OH | ! Seattle, WA |
| ! Denver, CO | ! Syracuse, NY |
| ! Ft. Lauderdale, FL | ! Tampa, FL |
| ! Indianapolis, IN | ! Toledo, OH |
| ! Jacksonville, FL | ! Wilmington, DE |

Lodging Level III -- Travel Sites

Hotel/motel per day \$95 + tax

- | | |
|-------------------|---------------------|
| ! Boston, MA | ! Minneapolis, MN |
| ! Chicago, IL | ! Philadelphia, PA |
| ! Dallas, TX | ! Phoenix, AZ |
| ! Detroit, MI | ! Pittsburg, PA |
| ! Hartford, CT | ! San Diego, CA |
| ! Los Angeles, CA | ! San Francisco, CA |

Lodging Level IV -- Travel Sites

New York City and Washington, D.C. \$117 + tax

Meals Per Day

Level I	\$ 6	\$ 8	\$14	\$28 total
Level II	\$ 7	\$10	\$15	\$32 total
Levels III & IV	\$ 8	\$12	\$16	\$36 total

If you've got further questions, please call your MTAS finance or municipal management consultant at the office nearest your city: Knoxville (615) 974-0411; Nashville (615) 532-MTAS (6827); Jackson (901) 423-3710; or Martin (901) 587-7055.