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THE UNIVERSITY of TENNESSEE
MUNICIPAL TECHNICAL ADVISORY SERVICE

...in cooperation with the Tennessee Municipal League

#153
HOT topic

September 13, 2007

CHANGES IN FEDERAL AND STATE LODGING REIMBURSEMENT RATES FOR TRAVEL

Dick Phebus, Accounting and Finance Consultant

FEDERAL RATES EFFECTIVE OCTOBER 1, 2007

Tennessee cities that elect to reimburse for official travel using the federal reimbursement rates should note that the federal government has increased per diem reimbursement rates effective October 1, 2007. Cities may wish to update their travel policies to reflect this change. These rates are effective until September 30, 2008.

The FY2008 standard CONUS (continental United States) rate for lodging increases to $70 (from $60 for FY2007) while the M&IE (meals and incidental expenses) rate remains the same at $39.

In addition to the increase in the standard lodging reimbursement rate, the federal rate for lodging, meals, and incidentals reimbursement has changed for select cities in Tennessee. The table below lists those changes. It should be noted that Gatlinburg/Townsend has dropped off the table for higher rate destinations while the rates for all the remaining destinations have increased from FY2007. Nashville topped the list, being the first city in Tennessee to exceed $100 in lodging expense. Additional requirements are that M&IE rates for the first and last days of travel are calculated at 75 percent of the authorized rates.

CITY OR LOCATION	COUNTY	LODGING	M & IE	TOTAL
Brentwood/Franklin	Williamson	$ 91	$49	$140
Chattanooga	Hamilton	$ 85	$44	$129
Knoxville	Knox	$ 77	$49	$126
Memphis	Shelby	$ 90	$49	$139
Nashville	Davidson	$107	$54	$161
Oak Ridge	Anderson	$ 79	$39	$118
All other Tennessee locations		$ 70	$39	$109

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Meals and incidental expenses are broken down as shown in the following table for locations in Tennessee.

M&IE	$39	$44	$49	$54
Breakfast	7	8	9	10
Lunch	11	12	13	15
Dinner	18	21	24	26
Incidentals	3	3	3	3

These federal per diem rates apply to all locations within or entirely surrounded by the corporate limits of the key city as well as the boundaries of the county, including other municipalities within the county.

Federal reimbursement rates for out-of-state travel vary from state to state. A complete listing of federal per diem rates for FY 2008 can be found at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

STATE OF TENNESSEE RATES

The table below lists lodging rates for Tennessee cities for use by cities that elect to use the state of Tennessee reimbursement rates. The state reimbursement policy also provides for meals and incidentals maximum amounts that mirror the federal rate.
The revised state travel policy, effective October 1, 2007, can be found in the Tennessee Comprehensive Travel Regulations at http://www.state.tn.us/finance/act/policy8.pdf.

IN-STATE TRAVEL LODGING REIMBURSEMENT RATES

Counties and Cities	Maximum Lodging	Maximum Meals & Incidentals
Davidson County (Nashville)	$107	$54
Shelby (Memphis)	$ 90	$49
Williamson (Brentwood/Franklin)	$ 91	$49
Hamilton (Chattanooga)	$ 85	$44
Knox (Knoxville)	$ 77	$49
Anderson (Oak Ridge)	$ 79	$39
All locations not listed above	$ 70	$39

IN-STATE MEALS AND INCIDENTALS ALLOCATED BY MEAL

Per Diem Rate	$39	$44	$49	$54
Breakfast	$ 7	$ 8	$ 9	$10
Lunch	$11	$12	$13	$15
Dinner	$18	$21	$24	$26
Incidentals	$ 3	$ 3	$ 3	$ 3

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FINANCE OFFICE REVIEW

Please review your city's travel policy to determine the applicable reimbursement rates for lodging and M&IE. If your city's travel policy makes reimbursements based on the "state" or "federal" rate, the changes noted above may take effect without any action by your city board. If, however, your city's policy establishes specific reimbursement rates for lodging and meals, you may need to amend the travel policy to reflect the above changes in regard to other travel expenses.

For more information, please contact the MTAS management or finance consultant in your area.

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