

JOHNSON COUNTY GOVERNMENT

TRAVEL REGULATIONS

February 1, 2022

General Reimbursement Rates

Standard Mileage Rate (Effective 02/01/22)\$ 0.585/mile
 IRS Business standard mileage rate
 Maximum Parking Fees Without Receipt \$ 8.00 /day
 Handling Equipment/Promotional Materials \$20.00/hotel
 Lodging with motel receipt showing zero balance. Actual Amount

Reimbursement Rates for In-State Travel

Level IV Cities and Counties: Nashville and Davidson County

Level III Cities and Counties: Brentwood/Franklin, Memphis, Shelby County and Williamson County

Level II Cities and Counties: Chattanooga, Knoxville, Hamilton County and Knox County

Level I Cities and Counties: All other cities and counties not listed above.

The per diem rates for meals and incidentals are established on the reimbursement schedule below. Reimbursement for meals and incidentals for the day of departure and day of return shall be three-fourths (3/4) of the meals and incidentals rate applicable to the preceding calendar day. Receipts for meals are no longer required.

Reimbursement rates for In-State Travel

<u>Meals Per Day:</u>						(3/4)
<u>City Level</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Incidental</u>	<u>Per Diem</u>	<u>Calculation</u>
I.	\$13.00	\$15.00	\$26.00	\$5.00	\$59.00	\$44.25
II.	\$14.00	\$16.00	\$29.00	\$5.00	\$64.00	\$48.00
III.	\$16.00	\$17.00	\$31.00	\$5.00	\$69.00	\$51.75
IV.	\$18.00	\$20.00	\$36.00	\$5.00	\$79.00	\$59.25

Reimbursement rates for Out-of-State Travel

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates as provided by the federal government for out of state travel. To view CONUS rates access the GSA web page @and use the per diem rates link under travel resources.

Use CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point.

OTHER TRAVEL REGULATIONS

Appropriate authority must authorize travel in advance.

Claims must be submitted within 60 days of travel or adequate written justification must accompany claim.

Original claims should be in ink or typed--no pencil.

Itemized lodging receipts (showing zero balance) must be attached to claim. State lodging rates are preferred. No state sales tax will be reimbursed. Advance checks are strongly recommended with a current valid state sales tax exemption form.

Meals provided in conference registration fees are not eligible for reimbursement on the per diem rate.

Same day travel is not eligible for meal reimbursement.

Travel must be by most direct route. If you travel the scenic route by choice you pay for the excess miles.

Effective March 1, 2019 the use of county owned vehicles is required for all essential travel when available. Mileage costs will not be reimbursed if the county owned vehicles are available and not utilized. Scheduling and availability of vehicles is coordinated through the County Mayors' office.

Carpooling is required when possible. If you choose to drive separately for personal reasons, mileage costs must be shared.

Reasonable vicinity mileage is allowable and must be claimed on a separate line. A brief explanation of vicinity mileage must be included.

Travel claims must show travel movement day by day.

Mileage from one point to another and return trip made on the same day may be recorded on one line as follows: "Mountain City to Johnson City and return."

Each claimant on the standard travel form must file a separate claim.

All signatures on claim must be original. The official station, position, title and date must be completed on the grand total page.

The standard travel form is attached.

