

## CAREER AND TECHNICAL TRAVEL REPORT GUIDELINES

The mileage amounts listed below should be used on your travel reports so that a standard amount is used on all your reports. Please use these amounts and the calculations based on 46 cents per mile. These amounts are based on the same standard departure to arrival home point no matter where you live, in or out of the county, and no matter where in these cities your meeting or hotel is located. You should use the number of miles and calculation on the sheet.

Meals for properly authorized travel on official school business shall be reimbursed on a per diem rate of \$36.00 per day for overnight stay. Employees who do not regularly travel out of county and are away from their official station during normal mealtime shall be reimbursed at a rate of \$8.00 for breakfast, \$10.00 for lunch and \$18.00 for dinner. Normal mealtime for breakfast shall be defined as between 5:00 a.m. - 8:00 a.m.; lunch 11:00 a.m.-2:00 p.m.; dinner 6:00 p.m. - 9:00 p.m.

**Receipts are required to be submitted.**

We will be using the attached travel form for this year. Other versions will not be accepted. You will not have to list you car mileage readings. Do list the time of departure and arrival along with **date and purpose of meeting**. PLEASE ATTACH ALL MEAL TICKETS TO YOUR TRAVEL FORM. Please fill the form out yourself and do any calculations before sending in. Please call if you have any questions.

Thanks

<u>Destination</u>	<u>Miles</u>	<u>Amount</u>
Cookeville	82	\$37.72
Nashville	244	\$112.24
Murfreesboro	216	\$99.36
Knoxville	160	\$73.60
Gatlinburg	220	\$101.20
Fall Creek Falls	75	\$34.50
Chattanooga	150	\$69.00

<u>Meals</u>	<u>Amount</u>
Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$18.00