



**BLOUNT COUNTY, TENNESSEE
TRAVEL REIMBURSEMENT REQUEST
TR-2**

FOR NON-OVERNIGHT TRAVEL, THE REGULAR MEAL REIMBURSEMENT RATE IS 100%. EMPLOYEES ON ONE DAY TRAVEL STATUS WORKING BEYOND THEIR 7.5-HOUR WORKDAY MAY CLAIM THE \$5.00 INCIDENTAL FEE. FOR OVERNIGHT TRAVEL, MEALS AND INCIDENTALS FOR THE DEPARTURE AND RETURN DAYS SHALL BE 75% OF THE M&I RATE APPLICABLE. SEE ATTACHED FOR IN-STATE RATES (SIX COUNTIES WITH EXCEPTIONS) AND OUT-OF-STATE RATES EFFECTIVE 2/12/2016.

DATE	DESTINATION	MILEAGE	LODGING	BREAKFAST	LUNCH	DINNER	OTHER	TOTAL
BLOUNT COUNTY GOVERNMENT MILEAGE						PER MILE		Total Mileage
								EXPENSE INCURRED
								EXPENSE CLAIMED
MINUS TRAVEL ADVANCE (COPY OF CHECK OR CHECK NUMBER)								
MINUS CREDIT CARD USE (COPY OF RECEIPTS)								
MINUS OTHER EXPENSE								
TOTAL REIMBURSEMENT CLAIM								

DATE	EXPLANATION OF OTHER EXPENSE	AMOUNT

TRAVEL WILL BE GRANTED AND EXPENSES REIMBURSED IN ACCORDANCE WITH THE FOLLOWING REGULATIONS: TRAVEL REIMBURSEMENT CLAIMS SHOULD BE SUBMITTED NO LATER THAN THIRTY DAYS AFTER COMPLETION OF TRAVEL. CLAIMS SUBMITTED AFTER THIS PERIOD MUST PROVIDE WRITTEN EXPLANATION FOR THE DELAY. RECEIPTS ARE REQUIRED FOR ALL ITEMS OR FARES IN EXCESS OF \$5.00 (EXCEPT FOR TOLLS, FERRY FEES, AND MEALS) PHONE CALLS ON BUSINESS WILL BE ALLOWED IF PROVIDED WITH DATE, NAME, AND LOCATION CALLED.

LAST 4 DIGITS OF EMPLOYEE SSN	P. O. NUMBER
EMPLOYEE SIGNATURE	VENDOR NUMBER
OFFICIAL SIGNATURE	ACCOUNT NUMBER

IN-STATE PER DIEM RATES BY COUNTIES

FOR TRAVEL TO CNN'E QWP VKGUP QV'N HUVGF 'DGNQY USE THIS PER DIEM CHART:

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ÚŌŪ/ŌŌT ĀĀ	ĀĀ	H Ē Ā Ā Ā	Í FĒĀ Ā
ÓŪŌŌSŌĒVÁ	ĀĀ	İ Ē Ā Ā Ā	FFĒĀ Ā
ŠWŌPÁ	ĀĀ	JĒĀ Ā Ā	FGĒĀ Ā
ŌŌPŌŪÁ	ĀĀ	FĪ Ē Ā Ā Ā	GĒĀ Ā
ŌŌŌPŌVŌŠŪĀĀ	ĀĀ	HĒ Ī Ā Ā Ā	Í ĒĀ Ā

FOR TRAVEL TO DTGP VY QQF .'HT'CPMNR.'MPQZXKNG.'O GO RJ K'CPF'' PCUJ XKNG'USE THIS PER DIEM CHART:

Á	Á	İ İ Ā Ā Ā	FĒĀ Ā
ÚŌŪ/ŌŌT ĀĀ	ĀĀ	I Ē Ā Ā Ā	Í JĒĀ Ā
ÓŪŌŌSŌĒVÁ	ĀĀ	JĒ Ī Ā Ā Ā	FĒĒĀ Ā
ŠWŌPÁ	ĀĀ	FFĒ Ī Ā Ā Ā	FĪ ĒĒĀ Ā
ŌŌPŌŪÁ	ĀĀ	FJĒ Ē Ā Ā Ā	G ĒĒĀ Ā
ŌŌŌPŌVŌŠŪĀĀ	ĀĀ	HĒ Ī Ā Ā Ā	Í ĒĒĀ Ā

FOR TRAVEL TO EJ CVVCPQQI C USE THIS PER DIEM CHART:

Á	Á	İ İ Ā Ā Ā	FĒĀ Ā
ÚŌŪ/ŌŌT ĀĀ	ĀĀ	I Ē ĒĒĀ Ā Ā	Î Ē ĒĒĀ Ā
ÓŪŌŌSŌĒVÁ	ĀĀ	FFĒ Ī Ā Ā Ā	FĪ Ē ĒĒĀ Ā
ŠWŌPÁ	ĀĀ	FGĒĒĀ Ā Ā	FĪ Ē ĒĒĀ Ā
ŌŌPŌŪÁ	ĀĀ	GFĒĒĀ Ā Ā	G Ē ĒĒĀ Ā
ŌŌŌPŌVŌŠŪĀĀ	ĀĀ	HĒ Ī Ā Ā Ā	Í Ē ĒĒĀ Ā

HQT'QW'QH'UVCVG'VTCXGN'RNGCUG'ENKEMVJ G'NR'MDGNQY .'VJ GP'' ENKEMQP'VJ G'UVCVG[QWCTG'VTCXGNR'I 'VQ'VQQ'UGG'Y J CV[QWT'' RGT'F IGO 'T'CVGU'CTG<''

<http://www.gsa.gov/portal/category/21287>