Please attach a copy
of the conference flyer
and all receipts
to be reimbursed
for meals, hotel and parking.

HICKMAN COUNTY, TENNESSEE

TRAVEL EXPENSE REIMBURSEMENT FORM

PAGE _____ OF _____

NAME OF EMPLOYEE_______________________ DEPARTMENT_______________ SUPERVISOR _______________

OBJECT OF TRIP_______________________________ DATE(S) OF TRAVEL ________ TO ________

STATEMENT OF EXPENSES INCURRED

DATE	PLACE LEFT	TIME LEFT	PLACE ARRIVED	TIME ARRIVED	TOTAL MILES	@ $0.725	TAXI/ PARKING OTHER	LODGING	BRKFST	LUNCH	DINNER	OTHER ITEMIZE	TOTAL

I certify that the above stated expenses were incurred by me while traveling on behalf of Hickman County, Tennessee.

I certify that this reimbursement request is justified and should be processed as submitted.

TOTAL $ _________

Employee: ______________________ Date: __________

Department Head: ______________________ Date: __________

Approved: ______________________ Date: __________
(County Mayor/School Supt./Highway Supt.)

Accounting Code: _____-_____-_____ Warrant No: __________

updated 01-01-2010

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See M&IE breakdowns for information related to the individual meal amounts.

Filter results... 75%

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	$68	$16	$19	$28	$5	$51.00
Brentwood / Franklin	Williamson	$86	$22	$23	$36	$5	$64.50
Chattanooga	Hamilton	$74	$18	$20	$31	$5	$55.50
Knoxville	Knox	$74	$18	$20	$31	$5	$55.50
Memphis	Shelby	$74	$18	$20	$31	$5	$55.50
Nashville	Davidson	$86	$22	$23	$36	$5	$64.50