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.

Employee: _____ Date: _____

Approved: _____ Date: _____

(County Mayor/School Supt./Highway Supt.)

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

TOTAL $_____

Department Head: _____ Date: _____

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

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the Census Geocoder.

Filter results...

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110
Brentwood / Franklin	Williamson	$130	$130	$130	$130	$130	$130	$130	$130	$130	$130	$130	$130
Chattanooga	Hamilton	$117	$117	$117	$117	$117	$117	$117	$117	$117	$117	$117	$117
Knoxville	Knox	$119	$119	$119	$119	$119	$119	$119	$119	$119	$119	$119	$119
Memphis	Shelby	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129
Nashville	Davidson	$248	$217	$217	$217	$217	$217	$217	$217	$217	$217	$217	$248