

VISITOR TRAVEL TO NASHVILLE

Welcome to Tennessee State University! The following travel expenses, if checked, will be reimbursed:

AIRFARE

Actual dollar amount will be reimbursed (including baggage fees, etc.). Business-class airfare may be prepaid by the University or reimbursed to you. In either instance, a receipt is required to be submitted with the travel claim.

LODGING

Lodging may be arranged using any hotel of your choice. A receipt is required to be submitted with the travel claim if lodging is to be reimbursed to you. [Click here](#) for our maximum lodging rates.

MILEAGE

[Click here](#) for current mileage rates. If the mileage reimbursement is from the originating city to Nashville and back, that amount (excluding in-town mileage) cannot exceed airfare.

PER DIEM

75% of the full-day rate for days of Nashville arrival/departure

100% for full day(s) in Nashville

[Click here](#) for our maximum per diem rates. There is no reimbursement for meals if there is no overnight stay.

VEHICLE RENTAL

Actual dollar amount will be reimbursed - vehicle

Actual dollar amount will be reimbursed - gasoline

You should lease a mid-sized or comparable vehicle. No reimbursement will be made for insurance. A vehicle must be rented once in Nashville, not from your point of origination. (If a vehicle is rented from the point of origination, maximum reimbursement will be based on the "Mileage" section of this document.)

TAXI

Actual dollar amount will be reimbursed for taxi service or comparable ground transportation. A receipt is required.

PARKING

Actual dollar amount will be reimbursed. A receipt is required for all parking (at airports, hotels, etc.).