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.).