



These instructions are provided for travelers and administrative contacts whose agency or institution will bill NIMBioS for travel expense.

Please share this information with the administrative contact who will arrange for billing.

NIMBioS prefers to purchase airline tickets and pay for the hotel on a direct bill whenever possible. Please see the travel section under visitor info on our website ([nimbios.org](http://nimbios.org)) for information on how to proceed or contact Jennifer Thomas, event and travel coordinator, [jthomas@nimbios.org](mailto:jthomas@nimbios.org) or 1-865-974-9317.

Other expenses such as meals not directly provided, ground transportation to and from airports, baggage charges and parking may be reimbursed up to the amounts allowed under University of Tennessee travel policy (<http://treasurer.tennessee.edu/travel/Reimbursement%20Rates.htm>). Receipts are required for charges of \$50 or more.

Please note that our travel policy differs from Federal policy in the method of calculating partial per diems for travel days and days on which meals are provided.

Per diems are based on the Conus rate for Knoxville, currently \$56. Time of departure and return determines the meal allowance on travel days (\$25% of per diem per 6 hours in travel status – that is, \$14 for less than 6 hours, \$28 for less than 12 hours, etc.). On meeting days when breakfast and lunch are provided, \$28 is the allowance for dinner. Please note that we do not allow an additional amount for incidental expense (that is, the entire M&IE rate is applicable to meals for purposes of calculating partial per diems.)

Mileage by private car can be reimbursed up to the Tennessee state mileage rate, currently .46/mile. Please note that full mileage reimbursement may not be available in cases where flying would be more economical (typically distances over 200 miles). Rental cars may be reimbursed by receipt (if more economical than flying). A rental car in Knoxville is not necessary when travel is by air. Our policy does not allow reimbursement of Personal Liability Insurance.

An invoice with backup documentation including the traveler's claim to the agency or documentation of agency-billed expense is required for payment. The invoice must be billed to The University of Tennessee, NIMBioS Attn: Jennifer Thomas, 1534 White Ave, Knoxville, TN 37996-1527.

Billing questions may be directed to Toby Koosman, Business Manager, [tkoosman@nimbios.org](mailto:tkoosman@nimbios.org) or 1-865-974-4894.