Travel Reimbursement Instructions *(not applicable to local participants)*

Please complete the Travel Expense Worksheet.

Meals will either be provided (please advise us of any special dietary needs or preferences) or reimbursed according to the University of Tennessee rate schedule. The reimbursement is $28 for dinner on meeting days when breakfast and lunch are provided. Effective July 1, 2014, the travel meal per diem for the first and last day of a trip will be reimbursed at 75 percent of the daily reimbursement rate. It will no longer be calculated based on the number of hours in travel status.

The current full day per diem rate for is the same as the Federal CONUS rate ($56 as of 10/1/09). International travelers may prefer to be reimbursed on a receipt basis for tax purposes. If this is your preference, please obtain receipts that do not include alcohol and submit them with your reimbursement claim.

Mileage by private car to be reimbursed between home and the airport (starting location is “home” ending location is “airport”) or other travel by private car — we will reimburse at $0.47/mile. Rental cars may be reimbursed if you provide an original, post-calculation receipt showing the time picked up and returned and all costs itemized. Our policy does not allow reimbursement of Personal Liability Insurance.

In the MEALS section, the boxes should be checked indicating the meals we provided (not the meals you paid out of pocket for). These will normally be breakfast and lunch on the meeting days.

In the bottom section add expenses such as parking or taxi from airport and provide receipts. Receipts for less than $50 may be faxed; an original receipt is required if you are claiming a baggage charge not included in your airfare.

International visitors: Please provide a copy of your passport and visa.

See Toby or Jennifer for questions.
Sign the claim form and return to:

Jennifer Thomas  
NIMBioS  
The University of Tennessee  
Claxton Bldg. 1122 Volunteer Blvd., Suite 106  
Knoxville, TN 37996-3410  
Phone 1-865-974-9317  
Fax 1-865-974-9300  
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