

CONTRACTS 1.0

Travel Reimbursement -- 1.9

Date Issued: December 31, 1998

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Revised:

Signature:

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Assistant Commissioner
Bureau of Health Services

POLICY

If a contractor is to be reimbursed for travel, meals, or lodging, such reimbursement must be an amount subject to the limits and rules set forth in the State of Tennessee Comprehensive Travel Regulations. Only employees who are paid a salary/fee from the contractor or consultants used by the contractor may claim travel expenses. State employees will not receive travel reimbursement from a contractor.

APPLICABILITY

This policy applies to all contracts.

PURPOSE

To insure compliance with the State of Tennessee Comprehensive Travel Regulations.

PROCEDURE

Employees or consultants to be reimbursed for travel expenses shall follow the terms and conditions of their respective contracts.

NECESSARY FORMS

Forms will vary according to the contract

REFERENCE DOCUMENTS

1. [T.C.A. 4-3-1008\(3\)](#)

2. Comprehensive Travel Regulations, Rules of the Department of Finance and Administration

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305

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