

WORKSHOP/TRAINING FEES

Silent No Longer does the work we do because we genuinely care about sexual assault survivors and are passionate about changing the culture of sexual violence. This work is our calling, not our job. However, we can only do so much when paying out of our own pocket. These fees allow us to cover travel, meal and printing costs, as well as any lost wages due to time off for preparation, travel and presentation.

SPEAKERS FEE (per day)

\$5 per attendee with a minimum of \$100

MILEAGE (based on the 2011 State of Tennessee reimbursement rate)

\$0.47

PARKING (copy of receipt will be provided)

Actual cost or \$8 without receipt

LODGING (if required)

Maximum of \$100 per presenter

MEALS (if required)

\$50 per day

COURSE MATERIALS

\$0.10 per copy

We will gladly email the material to you in PDF form if you prefer to make your own copies.

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State of Tennessee Reimbursement Rates

Department of Finance and Administration Standard Reimbursement Rates *Lodging Revised October 1, 2015* *Mileage Revised August 1, 2011*

General Reimbursement Rates

Standard Mileage Rate Effective August 1, 2011	\$	0.47/ mile
Maximum Parking Fee Without Receipt		8.00/day
Fees for Handling Equipment/Promotional Materials		20.00/hotel

Out-of-State Reimbursement Rates

Employees should utilize the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page @ <http://www.tn.gov/finance/> Click the "Financial" heading and then under "Travel Regulations" go to the "Per Diem" rates where there is a direct link to the GSA CONUS rates. There is also a link on the Finance and Administration Intranet Travel Page Site at: <https://teamtn.gov/finance/article/ta-state-emp-travel-guide>

Use the CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point. Both in-state and out-of-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return.

In-State Travel Reimbursement Rates

In-state lodging and meal rates follow the CONUS rates for Tennessee. The standard in-state lodging rate of \$89.00 and \$51.00 for meals and incidentals should be used for all in-state locations not listed below.

Counties	Maximum Lodging	Maximum Meals & Incidentals	75% of Meals & Incidentals
Davidson (Nashville)	\$145	\$59	\$44.25
Shelby (Memphis)	\$106	\$59	\$44.25
Williamson (Brentwood/Franklin)	\$114	\$59	\$44.25
Hamilton (Chattanooga)	\$ 95	\$64	\$48.00
Knox (Knoxville)	\$ 92	\$59	\$44.25

In-State and Out-of State Meals & Incidentals - Allocated By Meal Effective October 1, 2015

Per Diem	\$51	\$54	\$59	\$64	\$69	\$74
Breakfast	\$11	\$12	\$13	\$15	\$16	\$17
Lunch	\$12	\$13	\$15	\$16	\$17	\$18
Dinner	\$23	\$24	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5