



STATE OF TENNESSEE  
**DEPARTMENT OF TRANSPORTATION**  
NASHVILLE, TENNESSEE 37243-1402

**MEMORANDUM**

**DATE:**  
**TO:** Whom It May Concern  
**SUBJECT:** State Rate Allowance for Lodging  
**FOR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Name,  
Consulting Firm Name  
and Address**



The firm of \_\_\_\_\_ is currently under contract with the State of Tennessee, Department of Transportation for work in your area. Please extend to their employees the "State of Tennessee" employee rates for lodging.

Should you have any questions, please contact Mr. \_\_\_\_\_,  
\_\_\_\_\_ Director, \_\_\_\_\_ Division, at (615) 741-\_\_\_\_\_.

Sincerely,

\_\_\_\_\_, P.E.  
Civil Engineering Director  
\_\_\_\_\_ Division

\_\_\_\_/\_\_\_\_

cc: \_\_\_\_\_