

Volume No. 1—Policies & Procedures	TOPIC NO.	20335
Function No. 20000—General Accounting	TOPIC	STATE TRAVEL REGULATIONS
Section No. 20300—Cash Disbursements Accounting	DATE	October 1, 2009

Meals and Incidental Travel Expenses (M&IE), Continued

IN-STATE Lodging / M&IE Guidelines

The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable to the **IN-STATE** traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC, listing in the Out-of-State table. If a location is not listed, the standard rate applies.

IN-STATE Location City – (Surrounding Areas)	Lodging Rate <u>Excludes</u> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD →	\$70	\$41
EXCEPTIONS ↓		
<i>Abingdon (Washington) (10/1 – 3/31)</i>	82	46
<i>Abingdon (Washington) (4/1 – 5/31)</i>	82	46
<i>Abingdon (Washington) (6/1 – 9/30)</i>	82	46
<i>Blacksburg (Montgomery)</i>	98	46
<i>Charlottesville (Albemarle & Greene County)</i>	112	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	87	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	103	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	87	56
<i>Chesterfield / Henrico (Chesterfield and Henrico Counties)</i>	92	51
<i>Fredericksburg (City of Fredericksburg, Spotsylvania)</i>	78	56
<i>Hampton City / Newport News</i>	80	56
<i>James City / York Co / Williamsburg (10/1 – 3/31)</i>	72	51
<i>James City / York Co / Williamsburg (4/1 – 8/31)</i>	94	51
<i>James City / York Co / Williamsburg (9/1 – 9/30)</i>	72	51
<i>Loudoun (Loudoun County)</i>	135	61
<i>Lynchburg (Campbell County)</i>	83	51
<i>Manassas (City Limits)</i>	93	46
<i>Norfolk / Portsmouth</i>	95	61
<i>Richmond (City Limits)</i>	125	66

Continued on next page

Volume No. 1—Policies & Procedures	TOPIC NO.	20335
Function No. 20000—General Accounting	TOPIC	STATE TRAVEL REGULATIONS
Section No. 20300—Cash Disbursements Accounting	DATE	October 1, 2009

Meals and Incidental Travel Expenses (M&IE), Continued

IN-STATE Lodging / M&IE Guidelines (continued)

IN-STATE Location City – (Surrounding Areas)	Lodging Rate <u>Excludes</u> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD →	\$70	\$41
EXCEPTIONS ↓		
<i>Roanoke (City Limits)</i>	<i>103</i>	<i>51</i>
<i>Stafford / Prince William (Stafford and Prince Williams Counties)</i>	<i>95</i>	<i>46</i>
<i>Virginia Beach (Virginia Beach) (10/1-5/31)</i>	<i>89</i>	<i>56</i>
<i>Virginia Beach (Virginia Beach) (6/1-8/31)</i>	<i>148</i>	<i>56</i>
<i>Virginia Beach (Virginia Beach) (9/1-9/30)</i>	<i>89</i>	<i>56</i>
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	<i>87</i>	<i>56</i>
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	<i>128</i>	<i>56</i>
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	<i>87</i>	<i>56</i>
<i>Warrenton (Fauquier)</i>	<i>101</i>	<i>46</i>

Continued on next page