

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

OUT-OF-STATE Lodging / M&IE Guidelines The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable to the **OUT-OF-STATE** traveler for reimbursement. If a location is not listed, the standard rate applies.

OUT-OF-STATE Location City – (Surrounding Areas)	Lodging Rate <i>Excludes</i> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <i>Includes</i> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD →	\$88	\$46
EXCEPTIONS ↓		
<i>Austin, TX (Travis) (10/1 – 10/31)</i>	121	71
<i>Austin, TX (Travis) (11/1 – 8/31)</i>	115	71
<i>Austin, TX (Travis) (9/1 – 9/30)</i>	121	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb counties)</i>	140	56
<i>Baltimore, MD (10/1 – 11/30)</i>	161	71
<i>Baltimore, MD (12/1 – 2/28)</i>	135	71
<i>Baltimore, MD (3/1 – 9/30)</i>	161	71
<i>Baltimore County, MD</i>	103	61
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (10/1 – 10/31)</i>	240	71
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (11/1 – 3/31)</i>	168	71
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (4/1 – 6/30)</i>	231	71
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (7/1 – 8/31)</i>	205	71
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (9/1 – 9/30)</i>	240	71
<i>Charleston, SC (Charleston, Berkeley, Dorchester Counties)</i>	142	56
<i>Charlotte, NC (Mecklenburg County)</i>	100	51
<i>Chicago, IL (Cook, Lake Counties) (9/1-11/30)</i>	205	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-4/30)</i>	158	71
<i>Chicago, IL (Cook, Lake Counties) (5/1-6/30)</i>	211	71
<i>Chicago, IL (Cook, Lake Counties) (7/1-8/31)</i>	176	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	115	56
<i>Cleveland, OH (Cuyahoga County)</i>	109	56
<i>Dallas, TX (Dallas County and City Limits) (10/1-12/31)</i>	117	71
<i>Dallas, TX (Dallas County and City Limits) (1/1-3/31)</i>	122	71
<i>Dallas, TX (Dallas County and City Limits) (4/1-9/30)</i>	117	71

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OUT-OF-STATE Lodging / M&IE Guidelines (continued)

OUT-OF-STATE Location City – (Surrounding Areas)	Lodging Rate <i>Excludes</i> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i>
STANDARD →	\$88	\$46
EXCEPTIONS ↓		
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson)</i>	158	66
<i>Detroit, MI (Wayne County)</i>	104	56
<i>Floral Park/Garden City/Glen Cove/ Great Neck/ Roslyn, NY (Nassau County)</i>	161	66
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, Montgomery Counties)</i>	118	71
<i>Kansas City, MO (Cass, Clay, Jackson, Platte Counties)</i>	107	56
<i>Las Vegas, NV (Clark County) (6/1-12/31)</i>	109	71
<i>Las Vegas, NV (Clark County) (1/1 – 5/31)</i>	118	71
<i>Los Angeles, CA (Los Angeles, Orange, Ventura Counties and Edwards AFB)</i>	135	71
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	340	71
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	209	71
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	318	71
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	279	71
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>	340	71
<i>Miami, FL (Miami-Dade County) (10/1-12/31)</i>	128	66

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STANDARD →	\$88	\$46
EXCEPTIONS ↓		
<i>Miami, FL (Miami-Dade County) (1/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-9/30)</i>	117	66
<i>Minneapolis / St. Paul, MN (Hennepin, Ramsey Counties)</i>	137	71
<i>Nashville, TN (Davidson)</i>	119	66
<i>Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)</i>	130	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine Parishes, St. Bernard) (10/1–6/30)</i>	133	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine Parishes, St. Bernard) (7/1-9/30)</i>	104	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	108	56
<i>Orlando, FL (Orange County) (1/1-3/31)</i>	117	56
<i>Orlando, FL (Orange County) (4/1-9/30)</i>	108	56
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	170	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	153	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	170	66
<i>Palm Springs, CA (Riverside) (9/1 – 12/31)</i>	111	71
<i>Palm Springs, CA (Riverside) (1/1 –5/31)</i>	129	71
<i>Palm Springs, CA (Riverside) (6/1 – 8/31)</i>	90	71
<i>Phoenix/Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	120	71
<i>Phoenix/Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	140	71
<i>Phoenix/Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	89	71
<i>Phoenix/Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	120	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	117	66

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OUT-OF-STATE Location City – (Surrounding Areas)	Lodging Rate <i>Excludes taxes and surcharges</i>	Meals and Incidental Expense (M&IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i>
STANDARD →	\$88	\$46
EXCEPTIONS ↓		
<i>San Diego, CA (San Diego County)</i>	<i>147</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	<i>192</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	<i>166</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	<i>192</i>	<i>71</i>
<i>Savannah, GA (Chatham County)</i>	<i>106</i>	<i>56</i>
<i>Seattle, WA (King County)</i>	<i>159</i>	<i>71</i>
<i>St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington)</i>	<i>110</i>	<i>66</i>
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (10/1 – 12/31)</i>	<i>101</i>	<i>51</i>
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (1/1 – 3/31)</i>	<i>120</i>	<i>51</i>
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (4/1 – 9/30)</i>	<i>101</i>	<i>51</i>
<i>Washington, DC (I) (9/1-10/31)</i>	<i>229</i>	<i>71</i>
<i>Washington, DC (I) (11/1-2/28)</i>	<i>207</i>	<i>71</i>
<i>Washington, DC (I) (3/1-6/30)</i>	<i>226</i>	<i>71</i>
<i>Washington, DC (I) (7/1-8/31)</i>	<i>170</i>	<i>71</i>
<i>White Plains/Tarrytown/ New Rochelle/Yonkers, NY (Westchester County)</i>	<i>164</i>	<i>71</i>

(1) Washington, DC, includes: Virginia Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Fairfax; and, Maryland counties of Montgomery and Prince George's.