

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>20335</b>
Function No. 20000—General Accounting	<b>TOPIC</b>	<b>STATE TRAVEL REGULATIONS</b>
Section No. 20300—Cash Disbursements Accounting	<b>DATE</b>	October 1, 2008 [Travel Card Vendor Updated 2/09]

## 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
<b>STANDARD →</b>	<b>\$70</b>	<b>\$39</b>
<b>EXCEPTIONS ↓</b>		
<i>Abingdon (Washington) (10/1 – 3/31)</i>	79	49
<i>Abingdon (Washington) (4/1 – 5/31)</i>	72	49
<i>Abingdon (Washington) (6/1 – 9/30)</i>	79	49
<i>Blacksburg (Montgomery)</i>	80	54
<i>Charlottesville (Albemarle &amp; Greene County)</i>	100	44
<i>Chesapeake / Suffolk (10/1 – 3/31)</i>	89	44
<i>Chesapeake / Suffolk (4/1 – 5/31)</i>	97	44
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	107	44
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	89	44
<i>Chesterfield / Henrico (Chesterfield and Henrico Counties)</i>	93	49
<i>Fredericksburg (City of Fredericksburg, Spotsylvania)</i>	74	54
<i>Hampton City / Newport News</i>	81	44
<i>James City / York Co / Williamsburg (10/1 – 3/31)</i>	75	54
<i>James City / York Co / Williamsburg (4/1 – 8/31)</i>	97	54
<i>James City / York Co / Williamsburg (9/1 – 9/30)</i>	75	54
<i>Loudoun (Loudoun County)</i>	140	59
<i>Lynchburg (Campbell County)</i>	78	44
<i>Manassas (City Limits)</i>	101	39
<i>Norfolk / Portsmouth</i>	96	59
<i>Richmond (City Limits) (10/1 – 10/31)</i>	129	54

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

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

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate Excludes taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$70</b>	<b>\$39</b>
<b>EXCEPTIONS ↓</b>		
<i>Richmond (City Limits) (11/1 – 8/31)</i>	123	54
<i>Richmond (City Limits) (9/1 – 9/30)</i>	129	54
<i>Roanoke (City Limits)</i>	96	44
<i>Stafford / Prince William (Stafford and Prince Williams Counties)</i>	95	44
<i>Virginia Beach (Virginia Beach) (10/1-5/31)</i>	88	54
<i>Virginia Beach (Virginia Beach) (6/1-8/31)</i>	151	54
<i>Virginia Beach (Virginia Beach) (9/1-9/30)</i>	88	54
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	87	49
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	121	49
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	87	49
<i>Warrenton (Fauquier)</i>	99	44

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