

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, 2008 [Travel Card Vendor Updated 2/09]

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 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	\$44
EXCEPTIONS ↓		
Austin, TX (Travis) (10/1 – 3/31)	114	54
Austin, TX (Travis) (4/1 – 8/31)	107	54
Austin, TX (Travis) (9/1 – 9/30)	114	54
Atlanta, GA (Fulton, Cobb, DeKalb Counties)	141	49
Baltimore, MD (10/1 – 10/31)	172	59
Baltimore, MD (11/1 – 8/31)	157	59
Baltimore, MD (9/1 – 9/30)	172	59
Baltimore County, MD	106	54
Boston/Cambridge, MA (Suffolk, City of Cambridge) (10/1 – 10/31)	256	64
Boston/Cambridge, MA (Suffolk, City of Cambridge) (11/1 – 8/31)	203	64
Boston/Cambridge, MA (Suffolk, City of Cambridge) (9/1 – 9/30)	256	64
Charleston, SC (Charleston, Berkeley, Dorchester Counties)	141	54
Charlotte, NC (Mecklenburg County)	97	49
Chicago, IL (Cook, Lake Counties) (10/1-11/30)	218	64
Chicago, IL (Cook, Lake Counties) (12/1-4/30)	157	64
Chicago, IL (Cook, Lake Counties) (5/1-6/30)	209	64
Chicago, IL (Cook, Lake Counties) (7/1-8/31)	177	64
Chicago, IL (Cook, Lake Counties) (9/1-9/30)	218	64
Cincinnati, OH (Hamilton, Clermont Counties)	112	54
Cleveland, OH (Cuyahoga County)	110	54
Dallas, TX (Dallas County and City Limits) (10/1-12/31)	115	59
Dallas, TX (Dallas County and City Limits) (1/1-3/31)	129	59
Dallas, TX (Dallas County and City Limits) (4/1-9/30)	115	59

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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</i> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD →	\$88	\$44
EXCEPTIONS ↓		
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson)</i>	149	49
<i>Detroit, MI (Wayne County)</i>	107	49
<i>Floral Park/Garden City/Glen Cove/ Great Neck/ Roslyn, NY (Nassau County)</i>	162	64
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, Montgomery Counties)</i>	110	59
<i>Kansas City, MO (Cass, Clay, Jackson, Platte Counties)</i>	107	49
<i>Las Vegas, NV (Clark County) (10/1-12/31)</i>	105	64
<i>Las Vegas, NV (Clark County) (1/1 – 5/31)</i>	126	64
<i>Las Vegas, NV (Clark County) (6/1 –9/30)</i>	105	64
<i>Los Angeles, CA (Los Angeles, Orange, Ventura Counties and Edwards AFB)</i>	128	64
<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>	360	64
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–6/30)</i>	285	64
<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>	259	64
<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>	360	64
<i>Miami, FL (Miami-Dade County) (10/1-2/28)</i>	149	59
<i>Miami, FL (Miami-Dade County) (3/1-9/30)</i>	121	59

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STANDARD →	\$88	\$44
EXCEPTIONS ↓		
<i>Minneapolis / St. Paul, MN (Hennepin, Ramsey Counties)</i>	130	64
<i>Nashville, TN (Davidson)</i>	117	54
<i>Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)</i>	133	49
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine Parishes, St. Bernard) (10/1–6/30)</i>	140	59
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine Parishes, St. Bernard) (7/1-9/30)</i>	101	59
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	109	49
<i>Orlando, FL (Orange County) (1/1-3/31)</i>	133	49
<i>Orlando, FL (Orange County) (4/1-9/30)</i>	109	49
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	166	64
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	155	64
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	166	64
<i>Palm Springs, CA (Riverside) (10/1 – 12/31)</i>	114	59
<i>Palm Springs, CA (Riverside) (1/1 – 4/30)</i>	139	59
<i>Palm Springs, CA (Riverside) (5/1 – 8/31)</i>	97	59
<i>Palm Springs, CA (Riverside) (9/1 – 9/30)</i>	114	59
<i>Phoenix/Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	122	59
<i>Phoenix/Scottsdale, AZ (Maricopa County) (1/1-4/30)</i>	160	59
<i>Phoenix/Scottsdale, AZ (Maricopa County) (5/1-8/31)</i>	96	59
<i>Phoenix/Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	122	59
<i>Pittsburgh, PA (Allegheny County)</i>	114	54
<i>San Antonio, TX (Bexar County)</i>	117	54

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STANDARD →	\$88	\$44
EXCEPTIONS ↓		
<i>San Diego, CA (San Diego County) (10/1-12/31)</i>	137	64
<i>San Diego, CA (San Diego County) (1/1-8/31)</i>	147	64
<i>San Diego, CA (San Diego County) (9/1-9/30)</i>	137	64
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	185	64
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	164	64
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	185	64
<i>Savannah, GA (Chatham County)</i>	108	49
<i>Seattle, WA (King County)</i>	158	64
<i>St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington)</i>	111	59
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (10/1 – 12/31)</i>	104	54
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (1/1 – 3/31)</i>	127	54
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (4/1 – 9/30)</i>	104	54
<i>Washington, DC (1) (10/1-10/31)</i>	233	64
<i>Washington, DC (1) (11/1-6/30)</i>	209	64
<i>Washington, DC (1) (7/1-8/31)</i>	165	64
<i>Washington, DC (1) (9/1-9/30)</i>	233	64
<i>White Plains/Tarrytown/ New Rochelle/Yonkers, NY (Westchester County)</i>	164	59

(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.