

Procedure 20335r: Travel Reimbursement Rates

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In-State Rates Lodging and M&IE Rates

The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable to the [In-State](#) traveler for reimbursement. If neither the city nor the county is listed, the location is a standard destination with a rate of \$60 for lodging and \$39 for meals and incidental expenses (M&IE).

	Lodging Rate (Note 1)	M&IE Rate (Note 2)
In State Location	Effective 10/01/2006	
All Virginia Locations Except the Following:	\$60	\$39
Charlottesville (City)	87	44
Chesapeake / Suffolk (9/1 – 3/31)	74	44
Chesapeake / Suffolk (4/1 – 8/31)	99	44
Chesterfield / Henrico (Chesterfield & Henrico Counties)	81	49
Fredericksburg (Spotsylvania)	63	49
Hampton / Newport News (7/1 – 3/31)	73	44
Hampton / Newport News (4/1 – 6/30)	88	44
Loudoun (Loudoun County)	131	59
Lynchburg (Campbell County)	68	44
Manassas (City Limits)	87	39
Norfolk & Portsmouth (4/1 – 10/31)	94	59
Norfolk & Portsmouth (11/1 – 3/31)	77	59

Richmond (City Limits)	102	54
Roanoke (City Limits)	76	44
Stafford / Prince Williams (Stafford & Prince Williams Counties)	80	44
Virginia Beach (Virginia Beach) (9/1 – 3/31)	68	54
Virginia Beach (Virginia Beach) (4/1 – 5/31)	83	54
Virginia Beach (Virginia Beach) (6/1 – 8/31)	129	54
Wallops Island (Accomack County) (9/1 – 6/30)	78	49
Wallops Island (Accomack County) (7/1 - 8/31)	111	49
Warrenton (Fauquier)	73	44
Washington, DC (3) (12/1 - 5/31)	188	64
Washington, DC (3) (6/1 - 8/31)	162	64
Washington, DC (3) (9/1 - 11/30)	195	64
Williamsburg (James City & York Counties) (4/1 - 8/31)	89	54
Williamsburg (James City & York Counties) (9/1 - 3/31)	70	54

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- Note 1: Lodging Rate **excludes** local taxes and surcharges.
- Note 2: M&IE Rate **includes** tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken.
- Note 3: Washington, DC, includes: Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Fairfax; and Maryland counties of Montgomery and Prince George

Out of State Lodging and M&IE Rates

(48 Contiguous United States, excluding Virginia)

The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable to the [Out of](#)

[State](#) traveler for reimbursement (see [Out-Of-Country](#) for Hawaii and Alaska). If neither the city nor the county is listed, the location is a standard destination with a rate of \$88 for lodging and \$44 for meals and incidental expenses (M&IE). [Individual meal amounts](#) are at the end of this procedure. [In-State](#) rates are shown in the table above.

	Lodging Rate (Note 1)	M&IE Rate (Note 2)
Out of State Location	Effective 10/01/2006	
All Out of State Locations Except the Following:	\$88	\$44
Atlanta (Fulton, Cobb, DeKalb Counties)	124	49
Baltimore, MD	148	59
Baltimore County, MD	92	54
Boston/Cambridge, MA (Suffolk, City of Cambridge) (9/1 – 10/31)	203	64
Boston/Cambridge, MA (Suffolk, City of Cambridge) (11/1 – 8/31)	168	64
Charleston, SC (Charleston, Berkeley, Dorchester Counties)	92	54
Charlotte, NC (Mecklenburg County)	78	49
Chicago (Cook, Lake Counties) (9/1-11/30)	173	64
Chicago (Cook, Lake Counties) (12/1-4/30)	138	64
Chicago (Cook, Lake Counties) (5/1 - 6/30)	169	64
Chicago (Cook, Lake Counties) (7/1 - 8/31)	141	64
Cincinnati, OH (Hamilton, Clermont Counties)	86	54
Cleveland, OH (Cuyahoga County)	98	54
Dallas, TX (Dallas County & City Limits) (5/1 -12/31)	100	59
Dallas, TX (Dallas County and City Limits (1/1 -4/30)	111	59
Denver/Aurora, CO (Adams, Arapahoe, Denver, Jefferson, Counties)	127	49
Detroit, MI (Wayne County)	100	44
Fort Worth / Arlington / Grapevine, TX (Tarrant County and City limits of Grapevine)	120	44
Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, Montgomery Counties)	95	59
Kansas City, MO (Cass, Clay, Jackson, Platte Counties)	96	49

Las Vegas, NV (Clark County) (9/1 - 4/30)	114	64
Las Vegas, NV (Clark) (5/1 - 8/31)	100	64
Los Angeles, CA (Los Angeles, Orange, Ventura Counties, & Edwards AFB)	110	64
Miami, FL (Miami - Dade County) (1/1 - 3/31)	157	59
Miami, FL (Miami - Dade County) (4/1 - 9/30)	107	59
Miami, FL (Miami - Dade County) (10/1 - 12/31)	107	59
Minneapolis/St. Paul, MN (Hennepin, Ramsey Counties)	113	64
Floral Park / Garden City / Glen Cove / Great Neck / Roslyn, NY (Nassau County)	159	64
Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)	116	49
New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1 - 5/31)	148	59
New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (6/1 - 9/30)	102	59
New York City, NY (Boroughs of Manhattan, Bronx, Brooklyn, Staten Island & Richmond County)(9/1 - 12/31)	274	64
New York City, NY (Boroughs of Manhattan, Bronx, Brooklyn, Staten Island & Richmond County) (1/1 - 6/30)	214	64
New York City, (Boroughs of Manhattan, Bronx, Brooklyn, Staten Island & Richmond County) (7/1 - 8/31)	196	64
Queens (Queens) (9/1 – 12/31)	177	59
Queens (Queens) (1/1 – 4/30)	152	59
Queens (Queens) (5/1 – 6/30)	163	59
Queens (Queens) (7/1 – 8/31)	153	59
Orlando, FL (Orange County) (1/1 - 3/31)	114	49
Orlando, FL (Orange County) (4/1 - 12/31)	89	49
Philadelphia, PA (Philadelphia County)	138	64
Phoenix/Scottsdale, AZ (Maricopa County) (1/1 - 3/31)	141	59
Phoenix/Scottsdale, AZ (Maricopa County)	109	59

(4/1 - 5/31)		
Phoenix/Scottsdale, AZ (Maricopa County) (6/1 - 8/31)	74	59
Phoenix/Scottsdale, AZ (Maricopa County) (9/1 - 12/31)	103	59
Pittsburgh, PA (Allegheny)	100	54
San Antonio, TX (Bexar)	103	54
San Diego, CA (San Diego County) (1/1 - 5/31)	131	64
San Diego, CA (San Diego County) (6/1 - 12/31)	131	64
San Francisco, CA (San Francisco County)	140	64
Savannah, GA (Chatman County)	95	49
Seattle, WA (King County)	136	64
St. Louis, MO (St Louis City and St Louis, St. Charles Counties)	103	59
Washington, DC (3) (12/1 - 5/31)	188	64
Washington, DC (3) (6/1 - 8/31)	162	64
Washington, DC (3) (9/1 - 11/30)	195	64
White Plains / Tarrytown / New Rochelle / Yonkers, NY (Westchester County)	137	59

- Note 1: Lodging Rate **excludes** local taxes and surcharges.
- Note 2: M&IE Rate **includes** tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken.
- Note 3: Washington, DC, includes: Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Fairfax; and Maryland counties of Montgomery and Prince George.

Out of Country (Includes Hawaii and Alaska) Guidelines

Departments may obtain OUT-OF-COUNTRY lodging and M&IE limits from the U.S. Department of State web site <http://www.state.gov/m/a/als/prdm/>. A copy of the page that reflects the rate for the area traveled for the applicable time of travel (rates may change monthly) must be attached to all travel payment documents.

Individual Meal Amounts

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TOTAL	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$18	\$21	\$24	\$26	\$29	\$31
Incidentals	\$3	\$3	\$3	\$3	\$3	\$3
75% Travel Days	\$30.00	\$34.00	\$38.00	\$42.00	\$45.00	\$49.00

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Controller's Office
 Southgate Center (0312)
 Blacksburg, VA 24061