

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
<b>STANDARD →</b>	<b>\$70</b>	<b>\$41</b>
<b>EXCEPTIONS ↓</b>		
<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 &amp; 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

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### 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
<i>STANDARD →</i>	<i>\$70</i>	<i>\$41</i>
<i>EXCEPTIONS ↓</i>		
<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>

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## 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.

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

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<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes</i> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes</i> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS ↓</b>		
<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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**Meals and Incidental Travel Expenses (M&IE), Continued**

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<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS ↓</b>		
<i>San Diego, CA (San Diego County)</i>	147	71
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	192	71
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	166	71
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	192	71
<i>Savannah, GA (Chatham County)</i>	106	56
<i>Seattle, WA (King County)</i>	159	71
<i>St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington)</i>	110	66
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (10/1 – 12/31)</i>	101	51
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (1/1 – 3/31)</i>	120	51
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (4/1 – 9/30)</i>	101	51
<i>Washington, DC (1) (9/1-10/31)</i>	229	71
<i>Washington, DC (1) (11/1-2/28)</i>	207	71
<i>Washington, DC (1) (3/1-6/30)</i>	226	71
<i>Washington, DC (1) (7/1-8/31)</i>	170	71
<i>White Plains/Tarrytown/ New Rochelle/Yonkers, NY (Westchester County)</i>	164	71

(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.