

ESTIMATED TRAVEL COST SCHEDULE

Description	In-State	Out-of-State	Out-of-Country
TRANSPORTATION			
Private Vehicle*			
If State vehicle is not available	.375	.375	.375
If State vehicle is available	.1794	.1794	.1794
Private Aircraft (nautical mile)	.75	.75	.75
Motor Pool's Rate Per Hour	\$7/hour or \$14/day or mileage		
Mid-size sedan	.32 per mile	.32 per mile	.32 per mile
6-passenger suburban	.45 per mile	.45 per mile	.45 per mile
12-passenger van	.55 per mile	.55 per mile	.55 per mile
15-passenger van	.55 per mile	.55 per mile	.55 per mile
Pickup 1 ton	.45 per mile	.45 per mile	.45 per mile
Compact pickup	.32 per mile	.32 per mile	.32 per mile
Car Rentals	varies	varies	varies
Public Transportation	Actual and Reasonable	Actual and Reasonable	Actual and Reasonable
MEALS (maximum allowable)			
Breakfast	12:01am–10am \$5.00	\$6.00	Worldwide Lodging Plus Per Diem System***
Lunch	10:01am- 3pm \$6.00	\$6.00	
Dinner	3:01pm-12pm \$12.00	\$16.00	

In order to claim reimbursement for a meal, the traveler must have been in travel status for at least three (3) continuous hours within meal time ranges.

LODGING (683-7101 if questions)			
Maximum Allowable (receipt required)	\$35 plus tax	\$55 plus tax or prescribed	Worldwide Lodging Plus Per Diem System***
Maximum Allowable (May 15 – October 14)	\$55 plus tax or Prescribed Federal Rate**	Federal Rate	
Maximum Allowable (without receipt)	\$12	\$12	
Conferences not at State rate	Must be approved in advance by Controller/Vice Chancellor	Must be approved in advance by Controller/Vice Chancellor	
MISCELLANEOUS			
Postage, Telephone, Taxi, Bus, Train, Airline (Receipt Required for \$25.00 or more)	Actual but Reasonable	Actual but Reasonable	Actual but Reasonable

* Minimum insurance on private vehicle: \$10,000 for property damage, \$25,000 for bodily injury or death of one person, and \$50,000 coverage for bodily injury or death of two or more persons.

** The Federal Prescribed Per Diem Rates are available in the Business Office (7101) or can be accessed on the internet at the following location:

<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>

*** The Worldwide Lodging-Plus Per Diem system provides lodging and meal per diem rates for all areas in the world. Due to the size of this listing and its frequent changes, the listing is available in the Business Office (7101) or can be accessed on the above mentioned web site.