

IN-STATE TRAVEL GUIDELINE TABLE
Accounting Services – 831-7616
Effective October 1, 2007

IN-STATE GUIDELINE TABLE RATES FOR OVERNIGHT TRAVEL STATUS TO THE FOLLOWING LOCATIONS	LODGING*		M&IE**
STANDARD (ALL OTHER AREAS) =>	70.00		39.00
Abingdon (Washington)	72.00		49.00
Blacksburg (Montgomery)	77.00		54.00
Charlottesville (Albemarle & Green County)	93.00		44.00
Chesapeake/Suffolk (10/1 – 3/31)	81.00		44.00
Chesapeake/Suffolk (4/1 – 5/31)	88.00		44.00
Chesapeake/Suffolk (6/1 – 8/31)	109.00		44.00
Chesapeake/Suffolk (9/1 - 9/30)	81.00		44.00
Chesterfield/Henrico (Chesterfield and Henrico Counties)	89.00		49.00
Hampton/Newport News	75.00		44.00
James City/York Co/Williamsburg (10/1-3/31)	70.00		54.00
James City/York Co/Williamsburg (4/1-8/31)	89.00		54.00
James City/York Co/Williamsburg (9/1-9/30)	70.00		54.00
Loudoun (Loudoun County)	141.00		59.00
Lynchburg (Campbell County)	72.00		44.00
Manassas (City Limits)	93.00		39.00
Norfolk and Portsmouth	94.00		59.00
Richmond (City Limits)	115.00		54.00
Roanoke (City Limits)	84.00		44.00
Stafford/Prince Williams (Stafford and Prince Williams Counties)	88.00		44.00
Virginia Beach (Virginia Beach) (10/1-3/31)	79.00		54.00
Virginia Beach (Virginia Beach) (4/1 – 5/31)	87.00		54.00
Virginia Beach (Virginia Beach) (6/1 - 8/31)	140.00		54.00
Virginia Beach (Virginia Beach) (9/1 – 9/30)	79.00		54.00
Wallops Island (Accomack County) (10/1 – 6/30)	82.00		49.00
Wallops Island (Accomack County) (7/1 – 8/31)	119.00		49.00
Wallops Island (Accomack County) (9/1 – 9/30)	82.00		49.00
Warrenton (Fauquier)	91.00		44.00

[For cities of Alexandria, Fairfax, Falls Church & counties of Arlington and Fairfax, see Washington, DC]

*Lodging guidelines exclude reimbursable local lodging taxes and surcharges.

**Includes tips, taxes (other than lodging), personal calls, laundry and transportation to where meals are taken.

NOTE: Any exception to lodging guidelines requires written justification and approval from the Agency Head or designee in advance of travel. Written justification and approval must be attached to reimbursement voucher.

*****No exceptions are permitted for the M&IE rates.*****

INDIVIDUAL MEAL RATES: Please refer to Travel Guidelines document.

TOTAL	\$39.00	\$44.00	\$49.00	\$54.00	\$59.00	\$64.00
Breakfast	7.00	8.00	9.00	10.00	11.00	12.00
Lunch	11.00	12.00	13.00	15.00	16.00	18.00
Dinner	18.00	21.00	24.00	26.00	29.00	31.00
Incidentals	3.00	3.00	3.00	3.00	3.00	3.00
75% Travel Days	\$30.00	\$34.00	\$38.00	\$42.00	\$45.00	\$49.00

For departure and return travel days, 75% of the appropriate per diem will be reimbursed. Departure day is based on where you will spend that night. For your return travel day, the reimbursement is 75% of the per diem for where you spent the previous night.

OUT-OF-STATE
Location City – (Surrounding Areas)
Effective October 1, 2007

OUT-OF-STATE GUIDELINE TABLE RATES FOR OVERNIGHT TRAVEL STATUS	SEASONAL DATES	LODGING*	M&IE**
STANDARD (ALL OTHER AREAS)=>		88.00	44.00
EXCEPTIONS ↓			
Austin, TX (Travis)		97.00	54.00
Atlanta, GA (Fulton, Cobb, DeKalb Co.)	10/1 - 12/31	129.00	49.00
	1/1 - 3/31	139.00	49.00
	4/1 - 9/30	129.00	49.00
Baltimore, MD		155.00	59.00
Baltimore County, MD		99.00	54.00
Boston/Cambridge, MA (Suffolk, City of Cambridge)	10/1 - 10/31	220.00	64.00
	11/1 - 8/31	186.00	64.00
	9/1 - 9/30	220.00	64.00
Charleston, SC (Charleston, Berkley, Dorchester Counties)		137.00	54.00
Charlotte, NC (Mecklenberg County)		88.00	49.00
Chicago, IL (Cook, Lake Counties)	10/1 - 11/30	205.00	64.00
	12/1 - 4/30	149.00	64.00
	5/1 - 6/30	188.00	64.00
	7/1 - 8/31	168.00	64.00
	9/1 - 9/30	205.00	64.00
Cincinnati, OH (Hamilton, Clermont Counties)		104.00	54.00
Cleveland, OH (Cuyahoga County)		107.00	54.00
Dallas, TX (Dallas County and City Limits)	10/1 - 12/31	109.00	59.00
	1/1 - 3/31	123.00	59.00
	4/1 - 9/30	109.00	59.00
Denver/Aurora, CO (Adams, Arapahoe, Denver, Jefferson Counties)		140.00	49.00
Detroit, MI (Wayne County)		105.00	49.00
Floral Park/Garden City/Glen Cove/Great Neck/Roslyn, NY (Nassau County)		159.00	64.00
Fort Worth/Arlington/Grapevine, TX (Tarrant County and City limits of Grapevine)		134.00	44.00
Houston (L.B. Johnson Space Center and Fort Bend, Harris, Montgomery Counties)		102.00	59.00
Kansas City, MO (Cass, Clay, Jackson, Platte Counties)		103.00	49.00
Las Vegas, NV (Clark County)	10/1 - 12/31	108.00	64.00
Las Vegas, NV (Clark County)	1/1 - 5/31	124.00	64.00
Las Vegas, NV (Clark County)	6/1 - 8/31	93.00	64.00
Las Vegas, NV (Clark County)	9/1 - 9/30	108.00	64.00
Los Angeles, CA (Los Angeles, Orange, Ventura Counties and Edwards AFB)		118.00	64.00
Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Richmond Counties)	10/1 - 12/31	311.00	64.00
	1/1 - 6/30	244.00	64.00
	7/1 - 8/31	220.00	64.00
	9/1 - 9/30	311.00	64.00
Miami, FL (Miami-Dade County)	10/1 - 2/29	146.00	59.00
	3/1 - 9/30	119.00	59.00
Minneapolis/St. Paul, MN (Hennepin, Ramsey Counties)		121.00	64.00
Nashville, TN (Davidson)		107.00	54.00
Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)		124.00	49.00
New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes)	10/1 - 6/30	131.00	59.00
	7/1 - 9/30	99.00	59.00
Orlando, FL (Orange County)	10/1 - 12/31	99.00	49.00
	1/1 - 3/31	121.00	49.00
	4/1 - 9/30	99.00	49.00
Philadelphia (Philadelphia County)		149.00	64.00
Palm Springs, CA (Riverside)	10/1 - 12/31	112.00	59.00
Palm Springs, CA (Riverside)	1/1 - 4/30	135.00	59.00
Palm Springs, CA (Riverside)	5/1 - 8/31	95.00	59.00
Palm Springs, CA (Riverside)	9/1 - 9/30	112.00	59.00
Phoenix/Scottsdale, AZ (Maricopa County)	10/1 - 12/31	102.00	59.00
	1/1 - 3/31	156.00	59.00
	4/1 - 5/31	122.00	59.00
	6/1 - 9/30	102.00	59.00
Pittsburgh, PA (Allegheny County)		108.00	54.00

Queens, NY (Queens)		135.00	59.00
San Antonio, TX (Bexar County)		112.00	54.00
San Diego, CA (San Diego County)	10/1 - 12/31	139.00	64.00
San Diego	1/1 - 3/31	146.00	64.00
San Diego	4/1 - 9/30	139.00	64.00
San Francisco, CA (San Francisco County)	10/1 - 11/30	168.00	64.00
	12/1 - 8/31	152.00	64.00
	9/1 - 9/30	168.00	64.00
Savannah, GA (Chatman County)		104.00	49.00
Seattle, WA (King County)		152.00	64.00
St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties)		106.00	59.00
Tampa/St. Petersburg, FL (Pinellas and Hillsborough Counties)	10/1 - 12/31	98.00	54.00
	1/1 - 3/31	123.00	54.00
	4/1 - 9/30	98.00	54.00
Washington, DC includes: Virginia Cities-Alexandria, Falls Church, Fairfax; Counties-VA: Arlington, Fairfax; and, Maryland counties of Montgomery and Prince George's	10/1 - 6/30	201.00	64.00
	7/1 - 8/31	154.00	64.00
	9/1 - 9/30	201.00	64.00
White Plains/ Tarrytown/New Rochelle/Yonkers/NY (Westchester County)		154.00	59.00

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