



COMPTROLLER'S OFFICE

Common Travel Reimbursement Rates

In-State Travel

Meals & Incidentals

Trip Duration	Reimbursement Rate	Reimbursement Rate Effective Date	Documentation Requirements
Less than 6 hours	\$0.00	07/01/2018	Event agenda/itinerary and meal list (for groups)
6 - 12 hours	\$12.75	07/01/2018	
Greater than 12 hours (not overnight)	\$34.00	07/01/2018	

Meals, Incidentals, and Lodging

Trip Duration	Reimbursement Rate	Reimbursement Rate Effective Date	Documentation Requirements
Overnight (one night)	\$85.00 per day	07/01/2018	Meals - Event agenda/itinerary and meal list (for groups) Lodging - Receipt for duration of stay
Overnight (two or more nights)	\$100.00 per day	07/01/2018	
Greater than two consecutive months (up to one year)	\$75.00 per day	07/01/2018	

Other Common Reimbursement Items

Travel Expense		Reimbursement Rate	Reimbursement Rate Effective Date	Documentation Requirements
Mileage	Use of personal vehicle during business travel	\$0.545 per mile	01/01/2018	MapQuest or Google Maps print out showing the mileage from the work base to the destination
Rental Vehicle	Vehicle rental from pre-approved rental agency as established by the Purchasing Office	Actual Cost (see policy for details)	08/01/2013	Vehicle rental agreement and receipt
Tips	Tips paid to servers, baggage handlers, taxi drivers, hotel staff, etc.	Included in Per Diem	07/01/2018	N/A
Baggage Fees	Baggage fees paid in conjunction with air, bus, or train transportation	Actual cost for one bag (see policy for details)	08/01/2013	Transportation receipt



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Out-of-State Travel

Meals & Incidentals

Trip Duration	Reimbursement Rate	Reimbursement Rate Effective Date	Documentation Requirements
All trip durations	Based on GSA rates	10/01/2017	Event agenda/itinerary and meal list (for groups)

Lodging

Trip Duration	Reimbursement Rate	Reimbursement Rate Effective Date	Documentation Requirements
All trip durations	Actual cost	07/01/2018	Receipt for duration of stay

Other Common Reimbursement Items

Travel Expense		Reimbursement Rate	Reimbursement Rate Effective Date	Documentation Requirements
Mileage	Use of personal vehicle during business travel	\$0.545 per mile	01/01/2018	MapQuest or Google Maps print out showing the mileage from the work base to the destination
Rental Vehicle	Vehicle rental from pre-approved rental agency as established by the Purchasing Office	Actual Cost (see policy for details)	08/01/2013	Vehicle rental agreement and receipt
Tips	Tips paid to servers, baggage handlers, taxi drivers, hotel staff, etc.	Included in Per Diem	07/01/2018	N/A
Baggage Fees	Baggage fees paid in conjunction with air, bus, or train transportation	Actual cost for one bag (see policy for details)	08/01/2013	Transportation receipt