REIMBURSEMENT SCHEDULE FOR MILEAGE, MEALS AND LODGING

Mileage

<table>
<thead>
<tr>
<th>Mode</th>
<th>Rate</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto</td>
<td>$0.535</td>
<td>(Effective 01/01/17)</td>
</tr>
<tr>
<td>Plane</td>
<td>$0.85</td>
<td></td>
</tr>
</tbody>
</table>

Per Diem – Meals

<table>
<thead>
<tr>
<th>State</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>In State</td>
<td>$28.00</td>
</tr>
<tr>
<td>Out-of-State (Including Hawaii and Alaska)</td>
<td>$32.00</td>
</tr>
</tbody>
</table>

International

Use [U.S. Department of State](#) M&IE rate

Per Diem – Meal Allowances

<table>
<thead>
<tr>
<th>Item</th>
<th>In State Rate</th>
<th>Out-of-State Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$5.50</td>
<td>$6.50</td>
</tr>
<tr>
<td>Lunch</td>
<td>$5.50</td>
<td>$6.50</td>
</tr>
<tr>
<td>Dinner</td>
<td>$17.00</td>
<td>$19.00</td>
</tr>
</tbody>
</table>

Lodging

Chicago – Cook County

- May 1, 2016 – August 31, 2016: $200.00 plus tax
- September 1, 2016 – September 30, 2016: $212.00 plus tax
- October 1, 2016 – November 30, 2016: $212.00 plus tax
- December 1, 2016 – March 30, 2017: $137.00 plus tax
- April 1, 2017 – June 30, 2017: $222.00 plus tax
- July 1, 2017 – August 31, 2017: $192.00 plus tax
- September 1, 2017 – September 30, 2017: $212.00 plus tax

Please see [Preferred Hotel Listing](#) for negotiated discounted lodging rates with 351 Illinois hotels for FY17.

Chicago Metro Counties – DuPage, Kane, Lake, McHenry, and Will

- $80.00 plus tax

Major Downstate Area Counties

- Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago

- $70.00 plus tax

Other Counties in Illinois

- $60.00 plus tax

Out of State

- $110.00 plus tax

(By Includes Alaska, Hawaii, and United States Possessions and Territories)

Washington DC

- July 1, 2016 – August 31, 2016: $174.00 plus tax
- September 1, 2016 – September 30, 2016: $222.00 plus tax
- October 1, 2016 – October 31, 2016: $231.00 plus tax
- November 1, 2016 – February 28, 2017: $182.00 plus tax
- March 1, 2017 – June 30, 2017: $242.00 plus tax
- July 1, 2017 – August 31, 2017: $172.00 plus tax
- September 1, 2017 – September 30, 2017: $231.00 plus tax

(Also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, and Fairfax in Virginia; and the counties of Montgomery and Prince George’s in Maryland.

International

- Per Diem Method or Actual (Receipt) Method

ITEMS TO BE ATTACHED TO A TRAVEL EXPENSE VOUCHER

A. All itemized receipts for items over $10
B. Any applicable conference literature (including dates, hotels, and meal information)
C. Receipts for all direct or University issued P-Card transactions (i.e. direct billed items, p-card items, items paid by someone else, etc.)
D. Any necessary letters of justification