

REIMBURSEMENT SCHEDULE FOR MILEAGE, MEALS AND LODGING

Mileage

Auto	\$0.535 (Effective 01/01/17)	\$0.54 (For travel between 01/01/16 and 12/31/16)
Plane	\$0.85	

Per Diem – Meals

	<u>In State</u>	<u>Out-of-State</u> (Including Hawaii and Alaska)
Per Diem	\$28.00	\$32.00
International	Use U.S. Department of State M&IE rate	

Per Diem – Meal Allowances

	<u>In State</u>	<u>Out-of-State</u> (Including Hawaii and Alaska)
Breakfast	\$ 5.50	\$ 6.50
Lunch	\$ 5.50	\$ 6.50
Dinner	\$17.00	\$19.00

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.

<u>Chicago Metro Counties</u> – DuPage, Kane, Lake, McHenry, and Will	\$80.00 plus tax
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<u>Major Downstate Area Counties</u> Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago	\$70.00 plus tax
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<u>Other Counties in Illinois</u>	\$60.00 plus tax
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<u>Out of State</u> (Includes Alaska, Hawaii, and United States Possessions and Territories)	\$110.00 plus tax
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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).

<u>International</u>	Per Diem Method or Actual (Receipt) Method
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ITEMS TO BE ATTACHED TO A TRAVEL EXPENSE VOUCHER

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