REIMBURSEMENT SCHEDULE FOR MILEAGE, MEALS AND LODGING

**Mileage**

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate (In-State)</th>
<th>Rate (Out-of-State)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto</td>
<td>$0.535 (Effective 01/01/17)</td>
<td>$0.54 (For travel between 01/01/16 and 12/31/16)</td>
</tr>
<tr>
<td>Plane</td>
<td>$0.85</td>
<td></td>
</tr>
</tbody>
</table>

**Per Diem – Meals**

<table>
<thead>
<tr>
<th>Category</th>
<th>In State</th>
<th>Out-of-State (Including Hawaii and Alaska)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diem</td>
<td>$28.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>International</td>
<td>Use U.S. Department of State M&amp;E rate</td>
<td></td>
</tr>
</tbody>
</table>

**Per Diem – Meal Allowances**

<table>
<thead>
<tr>
<th>Meal</th>
<th>In State</th>
<th>Out-of-State (Including Hawaii and Alaska)</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**
  - December 1, 2016 – March 31, 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
  - October 1, 2017 - November 30, 2017: $226.00 plus tax
  - December 1, 2017 - March 31, 2018: $130.00 plus tax
  - April 1, 2018 - June 30, 2018: $215.00 plus tax

Please see Preferred Hotel Listing for negotiated discounted lodging rates with 351 Illinois hotels for FY18.

- **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
  (Includes Alaska, Hawaii, and United States Possessions and Territories)

- **Washington DC**
  - 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
  - October 1, 2017 - October 31, 2017: $250.00 plus tax
  - November 1, 2017 - February 28, 2018: $201.00 plus tax
  - March 1, 2018 - June 30, 2018: $253.00 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