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>$0.545</td>
<td>(Effective 01/01/18)</td>
</tr>
<tr>
<td>Plane</td>
<td>$0.85</td>
<td>(For travel between 01/01/17 and 12/31/17)</td>
</tr>
</tbody>
</table>

Per Diem – Meals

<table>
<thead>
<tr>
<th>Location</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

- 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
- July 1, 2018 - August 31, 2018: $193.00 plus tax
- September 1, 2018 - September 30, 2018: $226.00 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

- 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
- July 1, 2018 - August 31, 2018: $175.00 plus tax
- September 1, 2018 - September 30, 2018: $250.00 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