REIMBURSEMENT SCHEDULE FOR MILEAGE, MEALS AND LODGING

Mileage
Auto  $0.56 (Effective 01/01/21)  $0.575 (For travel between 01/01/20 and 12/31/20)
Plane  $0.85

Per Diem – Meals
Per Diem  $28.00  $32.00
International  Use [U.S. Department of State] M&IE rate

Per Diem – Meal Allowances
Breakfast  $ 5.50  $ 6.50
Lunch  $ 5.50  $ 6.50
Dinner  $17.00  $19.00

Lodging
Chicago – Cook County
September 1, 2021 – September 30, 2021  $218.00 plus tax
October 1, 2021 – November 30, 2021  $218.00 plus tax
December 1, 2021 – March 31, 2022  $134.00 plus tax
April 1, 2022 – June 30, 2022  $216.00 plus tax
July 1, 2022 - August 31, 2022  $187.00 plus tax
September 1, 2022 - September 30, 2022  $218.00 plus tax

Please see [Preferred Hotel Listing] for negotiated discounted lodging rates with 280 Illinois hotels for FY21.

Chicago Metro Counties – DuPage, Kane, Lake, McHenry, and Will
$95.00 plus tax

Major Downstate Area Counties
Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago
$85.00 plus tax

Other Counties in Illinois
$75.00 plus tax

Out of State
$110.00 plus tax
(Includes Alaska, Hawaii, and United States Possessions and Territories)

Washington DC
July 1, 2021 – August 31, 2021  $172.00 plus tax
September 1, 2021 – September 30, 2021  $257.00 plus tax
October 1, 2021 – October 31, 2021  $257.00 plus tax
November 1, 2021 – February 28, 2022  $188.00 plus tax
March 1, 2022 - June 30, 2022  $258.00 plus tax
July 1, 2022 - August 31, 2022  $172.00 plus tax
September 1, 2022 - September 30, 2022  $257.00 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