REIMBURSEMENT SCHEDULE FOR MILEAGE, MEALS AND LODGING

Mileage

<table>
<thead>
<tr>
<th>Mode</th>
<th>Per Mileage</th>
<th>Rate</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto</td>
<td></td>
<td>$0.575 (Effective 01/01/20)</td>
<td>$0.58 (For travel between 01/01/19 and 12/31/19)</td>
</tr>
<tr>
<td>Plane</td>
<td></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 <a href="#">U.S. Department of State</a> M&amp;IE 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**

- September 1, 2020 – September 30, 2020: $229.00 plus tax
- October 1, 2020 – November 30, 2020: $218.00 plus tax
- December 1, 2020 – March 31, 2021: $134.00 plus tax
- April 1, 2021 – June 30, 2021: $216.00 plus tax
- July 1, 2021 – August 31, 2021: $187.00 plus tax
- September 1, 2021 - September 30, 2021: $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

(Also includes Alaska, Hawaii, and United States Possessions and Territories)

**Washington DC**

- July 1, 2020 – August 31, 2020: $169.00 plus tax
- September 1, 2020 – September 30, 2020: $240.00 plus tax
- October 1, 2020 – October 31, 2020: $257.00 plus tax
- November 1, 2020 – February 28, 2021: $188.00 plus tax
- March 1, 2021 - June 30, 2021: $258.00 plus tax
- July 1, 2021 - August 31, 2021: $172.00 plus tax
- September 1, 2021 - September 30, 2021: $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