

# REIMBURSEMENT SCHEDULE FOR MILEAGE, MEALS AND LODGING

<u>Mileage</u>		
Auto	Between 7/01/2022 and 12/31/2022 \$0.625	01/01/2023 or After \$.655
Plane	\$0.85	

<u>Per Diem - Meals</u>				
	In-State		Out-of-State (Including Hawaii & Alaska)	
Per Diem	Prior to 1/20/2023 \$28.00	01/20/2023 or After \$44.00	Prior to 1/20/2023 \$32.00	01/20/2023 or After \$48.00
International	Use <a href="#">U.S. Department of State</a> M&IE rate			

<u>Per Diem – Meal Allowance</u>				
	In-State		Out-of-State (Including Hawaii & Alaska)	
Breakfast	Prior to 1/20/2023 \$5.50	01/20/2023 or After \$8.50	Prior to 1/20/2023 \$6.50	01/20/2023 or After \$9.50
Lunch	Prior to 1/20/2023 \$5.50	01/20/2023 or After \$12.50	Prior to 1/20/2023 \$6.50	01/20/2023 or After \$13.50
Dinner	Prior to 1/20/2023 \$17.00	01/20/2023 or After \$23.00	Prior to 1/20/2023 \$19.00	01/20/2023 or After \$25.00

<u>Lodging</u>		
Chicago – Cook County		
	October 1, 2022 – November 30, 2022	\$218.00 plus tax
	December 1, 2022 – March 31, 2023	\$134.00 plus tax
	April 1, 2023 – June 30, 2023	\$216.00 plus tax
	July 1, 2023 – August 31, 2023	\$187.00 plus tax
	September 1, 2023 – September 30, 2023	\$218.00 plus tax
Please see <a href="#">Preferred Hotel Listing</a> for negotiated discounted lodging rates with 281 Illinois hotels for FY23.		
Chicago Metro Counties – DuPage, Kane, Lake, McHenry, and Will		
		\$95.00 plus tax
<u>Major Downstate Area Counties</u> - Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago		
		\$85.00 plus tax
<u>Other Counties in Illinois</u>		
		\$75.00 plus tax
<u>Out of State</u> - (Includes Alaska, Hawaii, and United States Possessions and Territories)		
		\$110.00 plus tax

<b>Lodging (cont.)</b>		
<u>Washington DC</u>		
	October 1, 2022 - October 31, 2022	\$257.00 plus tax
	November 1, 2022 – February 28, 2023	\$188.00 plus tax
	March 1, 2023 – June 30, 2023	\$258.00 plus tax
	July 1, 2023 – August 31, 2023	\$172.00 plus tax
	September 1, 2023 – September 30, 2023	\$257.00 plus tax
(Includes 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

## **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