REIMBURSEMENT SCHEDULE FOR MILEAGE, MEALS AND LODGING

**Mileage**

<table>
<thead>
<tr>
<th>Auto</th>
<th>$0.545 (Effective 01/01/18)</th>
<th>$0.535 (For travel between 01/01/17 and 12/31/17)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plane</td>
<td>$0.85</td>
<td></td>
</tr>
</tbody>
</table>

**Per Diem – Meals**

<table>
<thead>
<tr>
<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>
</tr>
<tr>
<td>International Use U.S. Department of State M&amp;IE rate</td>
<td></td>
</tr>
</tbody>
</table>

**Per Diem – Meal Allowances**

<table>
<thead>
<tr>
<th>In State</th>
<th>Out-of-State (Including Hawaii and Alaska)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$ 5.50</td>
</tr>
<tr>
<td>Lunch</td>
<td>$ 5.50</td>
</tr>
<tr>
<td>Dinner</td>
<td>$17.00</td>
</tr>
</tbody>
</table>

**Lodging**

**Chicago – Cook County**

- July 1, 2018 – August 31, 2018: $193.00 plus tax
- September 1, 2018 – September 30, 2018: $226.00 plus tax
- October 1, 2018 – November 30, 2018: $223.00 plus tax
- December 1, 2018 – March 31, 2019: $131.00 plus tax
- April 1, 2019 - June 30, 2019: $219.00 plus tax
- July 1, 2019 - August 31, 2019: $183.00 plus tax
- September 1, 2019 - September 30, 2019: $223.00 plus tax

**Please see Preferred Hotel Listing for negotiated discounted lodging rates with 351 Illinois hotels for FY19.**

**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, 2018 – August 31, 2018: $175.00 plus tax
- September 1, 2018 – September 30, 2018: $250.00 plus tax
- October 1, 2018 – October 31, 2018: $251.00 plus tax
- November 1, 2018 – February 28, 2019: $181.00 plus tax
- March 1, 2019 - June 30, 2019: $251.00 plus tax
- July 1, 2019 - August 31, 2019: $179.00 plus tax
- September 1, 2019 - September 30, 2019: $251.00 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