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>$0.58</td>
<td>Effective 01/01/19</td>
</tr>
<tr>
<td>Plane</td>
<td>$0.85</td>
<td>From 01/01/18 to 12/31/18</td>
</tr>
</tbody>
</table>

**Per Diem – Meals**

<table>
<thead>
<tr>
<th>Type</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>Type</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, 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

- July 1, 2018 – August 31, 2018: $80.00 plus tax

**Major Downstate Area Counties**

- Champaign, Kankakee, LaSalle, McLean
- Macon, Madison, Peoria, Rock Island
- St. Clair, Sangamon, Tazewell, and Winnebago

- 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

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**Other Counties in Illinois**

- July 1, 2018 – August 31, 2018: $93.00 plus tax
- September 1, 2018 – September 30, 2018: $126.00 plus tax
- October 1, 2018 – November 30, 2018: $123.00 plus tax
- December 1, 2018 – March 31, 2019: $91.00 plus tax
- April 1, 2019 - June 30, 2019: $119.00 plus tax
- July 1, 2019 - August 31, 2019: $83.00 plus tax
- September 1, 2019 - September 30, 2019: $123.00 plus tax

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**Out of State**

- July 1, 2018 – August 31, 2018: $110.00 plus tax
- September 1, 2018 – September 30, 2018: $143.00 plus tax
- October 1, 2018 – November 30, 2018: $140.00 plus tax
- December 1, 2018 – March 31, 2019: $108.00 plus tax
- April 1, 2019 - June 30, 2019: $136.00 plus tax
- July 1, 2019 - August 31, 2019: $102.00 plus tax
- September 1, 2019 - September 30, 2019: $142.00 plus tax

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**Washington DC**

- July 1, 2018 – August 31, 2018: $175.00 plus tax
- September 1, 2018 – September 30, 2018: $200.00 plus tax
- October 1, 2018 – October 31, 2018: $205.00 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

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

**International**

- July 1, 2018 – August 31, 2018: $175.00 plus tax
- September 1, 2018 – September 30, 2018: $200.00 plus tax
- October 1, 2018 – October 31, 2018: $205.00 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

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**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