REIMBURSEMENT SCHEDULE FOR MILEAGE, MEALS AND LODGING

Mileage
- Auto: $0.67 (Effective 01/01/24); $0.655 (For travel between 01/01/23 and 12/31/23)
- Plane: $0.85

Per Diem – Meals
- In State: $44.00
- Out-of-State (Including Hawaii and Alaska): $48.00
  - Use U.S. Department of State M&IE rate

Per Diem – Meal Allowances
- In State:
  - Breakfast: $8.50
  - Lunch: $12.50
  - Dinner: $23.00
- Out-of-State (Including Hawaii and Alaska):
  - Breakfast: $9.50
  - Lunch: $13.50
  - Dinner: $25.00

Lodging
- Chicago – Cook County
  - September 1, 2023 – September 30, 2023: $218.00 plus tax
  - October 1, 2023 – November 30, 2023: $233.00 plus tax
  - December 1, 2023 – March 31, 2024: $146.00 plus tax
  - April 1, 2024 – June 30, 2024: $216.00 plus tax
  - July 1, 2024 – August 31, 2024: $213.00 plus tax
  - September 1, 2024 – September 30, 2024: $218.00 plus tax

  Please see Preferred Hotel Listing for negotiated discounted lodging rates for Illinois hotels for FY24.

- 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
  - September 1, 2023 – September 30, 2023: $257.00 plus tax
  - October 1, 2023 - October 31, 2023: $261.00 plus tax
  - November 1, 2023 – February 29, 2024: $193.00 plus tax
  - March 1, 2024 – June 30, 2024: $258.00 plus tax
  - July 1, 2024 – August 31, 2024: $176.00 plus tax
  - September 1, 2024 – September 30, 2024: $261.00 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).

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