

TRAVEL AT YOUR FINGERTIPS

Mode of Transportation	Transportation Rates	Receipt Required?
AIRCRAFT:		
Commercial Aircraft	Actual Coach Fare	Yes
Chartered Aircraft	Actual Cost	Yes
Privately Owned Aircraft	68 cents/mile per passenger	No
BUS		
	Actual Coach Fare	Yes
PARKING AND/OR STORAGE FEES		
	Actual Cost	Yes
PRIVATE VEHICLE:		
When state/school-owned vehicle is not available	.555 cents per mile	No
When round trip is less than 100 miles	.555 cents per mile	No
When state/school-owned vehicle is available	.30 cents per mile	No
PUBLIC TRANSPORTATION		
	5.00 each one way trip	No
RENTAL CAR		
	Actual Cost	Yes
TAXIS AND SHUTTLES		
	Actual Cost	Yes
TOLLS		
	Actual Cost	Yes
TRAIN		
	Actual Coach Fare	Yes
REGISTRATION FEES		
	Actual Cost	Yes
BAGGAGE FEES / BAGGAGE TIPS		
Airports Skycaps	2.00/per bag	No
Airport shuttle drivers	2.00/per bag	No
Parking/Auto Related/Hotels		
Valets	2.00/per car	No
Taxi Drivers	15% of fare and 1.00/bag	Yes

SUBSISTENCE RATES (MEAL ALLOWANCE INCLUDES TIPS)

	In State	Out State
Meals in Overnight Status		
Breakfast: <i>leave before 6 AM and day extended by 2 hours</i>	8.00	8.00
Lunch: <i>be in overnight status leave before Noon day of departure or return after 2:00pm</i>	10.45	10.45
Dinner: <i>leave before 5 PM or return after 8 PM and the day is extended by 3 or more hours</i>	17.90	20.30
Meals in Daily Status		
No lunches allowed if not traveling in Overnight Status		
Breakfast: <i>leave before 6 AM and day extended by 2 hours</i>	8.00	8.00
Dinner: <i>leave before 5 PM or return after 8 PM and the day is extended by 3 or more hours</i> Must involve at least 35 miles	17.90	20.30
SUBSISTENCE RATES (Lodging)	63.90	75.60
TELEPHONE CALLS WHEN IN TRAVEL STATUS	3.00 / every two days	5.00 every two days