

Expense Reimbursement Allowances

TYPE OF EXPENSE	REIMBURSEMENT ALLOWANCE	
State-owned vehicle not available	.555 cents per mile	
State-owned vehicle denied	.485 cents per mile	
Tolls and parking fees	actual cost	
Commercial Transportation (air, taxi, rental car, etc.) plus reasonable gratuities	actual cost	
Specially equipped personal van - provides wheelchair access	.60 cents per mile	
Motorcycle	no reimbursement applicable	
Personal aircraft	.555 cents per mile	
Overnight lodging	actual reasonable cost	
Laundry and/or dry-cleaning after 1 week in travel status	actual cost; not to exceed \$16 per week	
Work-related long distance calls	actual cost	
Personal telephone calls	actual cost up to maximum number of nights away X \$3	
Special expenses (e.g. conference fees, banquet tickets)	actual cost with prior approval	
Meals plus reasonable gratuities	actual cost up to maximums	other metro areas (see cities below)
• breakfast (in travel status overnight or leave home before 6 a.m.)	breakfast - \$7.00	breakfast - \$8.00
• lunch (in travel status and more than 35 miles from work station)	lunch - \$ 9.00	lunch - \$10.00
• dinner (in travel status overnight or return home after 7 p.m.)	dinner - \$15.00	dinner- \$17.00

The other metropolitan areas are:

Atlanta, Detroit, New York City, Baltimore, Hartford, Philadelphia, Boston, Houston, Portland, Oregon, Chicago, Kansas City, St. Louis, Cleveland, Los Angeles, San Diego, Denver, New Orleans, Seattle and Washington D.C.