

FY 2018 RTAP Travel Rates

(Attachment C)

	*Michigan Select Cities	Michigan All Others	**Out-of-State Select Cities	Out-of-State All Others
Breakfast	\$ 10.25	\$ 8.50	\$ 13.00	\$ 10.25
Lunch	\$ 10.25	\$ 8.50	\$ 13.00	\$ 10.25
Dinner	\$ 24.25	\$ 19.00	\$ 25.25	\$ 23.50
Lodging	\$75 (plus tax)	\$75 (plus tax)	Actual w. receipts	Actual w. receipts

Mileage Rates: .535/mile

Incidental Costs/day (with overnight stay) \$5.00

(fees & tips given to porters, bell hops, hotel maids, etc)

***Michigan Select Cities:**

Ann Arbor
 Detroit & all of Wayne County
 Mackinac Island
 Petoskey, Leland, Traverse City
 Pontiac/Auburn Hills and all of Oakland County
 Grand Rapids
 Holland/South Haven

****Out-of-State Cities:**

See attached Excel Sheet

The following procedures must be adhered to:

1. You must provide receipts for all meals, lodging, airfare, tolls, etc.
2. Meal Reimbursement will be for receipts provided but cannot exceed allowances stated in above chart. Alcohol purchases are not reimbursable.
3. All meal receipts must be attached to an 8 1/2" X 11" sheet of paper.
4. The meal receipt should be a detailed cash register receipt containing the name of the business establishment, the date, and time. Smaller restaurants may have written receipts which are also acceptable. **Credit card statements are not acceptable.**
5. Meals must be purchased on the day for which you seek reimbursement and within the starting and ending time of travel.
6. The food purchase must be a single meal item, i.e., no bulk purchases for the total time of travel and no bulk quantity items such as bags of apples, loaves of bread, etc.
7. Meal allowance amount includes tip.

****Out-of-State Select Cities:**

<i>Arizona</i>	Phoenix/Scottsdale	<i>Minnesota</i>	Minneapolis/St. Paul Hennepin & Ramsey Counties
<i>California</i>	Los Angeles(L.A., Orange & Ventura Counties, Edward AFB)/ Monterey/Palm Springs/San Diego/ San Francisco/Santa Monica South Lake Tahoe/YosemiteNat. Park/ Truckee	<i>Nevada</i>	Las Vegas
		<i>New Mexico</i>	Santa Fe
		<i>New York</i>	Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens, Staten Island) Riverhead, Ronkonkoma, Melville, Suffolk County, Tarrytown, White Plains, New Rochelle
<i>Colorado</i>	Aspen/Telluride/Vail		
<i>Connecticut</i>	Bridgeport/Danbury		
<i>District of Columbia</i>	Wasnington D.C. (also cities of Alexandria, Falls Church, Fairfax, counties of Montgomery and Prince Georges in MD (See also Maryland and Virginia)	<i>Pennsylvania</i>	Bucks County, Pittsburgh
		<i>Rhode Island</i>	Jamestown/Middletown/ Newport County, Bristol, Providence
<i>Florida</i>	Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Key West		
		<i>Texas</i>	Austin, Dallas, Houston, (L.B. Johnson Space Ctr)
<i>Idaho</i>	Sun Valley/Ketchum		
		<i>Utah</i>	Park City (Summit County)
<i>Illinois</i>	Chicago (Cook & Lake Counties)		
		<i>Vermont</i>	Stowe (Lamoille County) Manchester
<i>Louisiana</i>	New Orleans		
<i>Maryland</i>	Montgomery & Prince George Counties Baltimore/Ocean City	<i>Virginia</i>	Alexandria/Falls Church/ Fairfax
<i>Massachusetts</i>	Boston (Suffolk County)/Cambridge Martha's Vineyard, Burlington, Woburn	<i>Washington</i>	Seattle