

FY 2015 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	\$ 24.50	\$ 19.00	\$ 25.25	\$ 23.50
Lodging	\$75 (plus tax)	\$75 (plus tax)	Actual w. receipts	Actual w. receipts

Group Meetings: Group Lunch \$11.50

Mileage Rates: .54/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
 All of Oakland County
 Pontiac
 Auburn Hills
 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>	Sedona Yavapai	<i>New Jersey</i>	Cape May/Ocean City
<i>California</i>	Los Angeles (Orange & Ventura Counties, Edwards AFB)/ Monterey/Napa/San Diego/ San Francisco/Santa Monica/ Santa Rosa/Yosemite Nat. Park	<i>Nevada</i>	Las Vegas
<i>Colorado</i>	Aspen/Vail	<i>New York</i>	Floral Park/Garden City/ Glen Cove/Great Neck/Roslyn/ Nassau County/Boroughs of Manhattan, Brooklyn, Queens, & Staten Island/River Head/ Ronkonkoma/Melville/ Smithtown/Huntington Station/Suffolk
<i>Connecticut</i>	Bridgeport/Danbury/Lakeville/ Salisbury/New Haven/ New London/Groton	<i>Pennsylvania</i>	Philiadelphia
<i>District of Columbia</i>	Washington DC	<i>Rhode Island</i>	Jamestown/Middletown/ Newport County
<i>Florida</i>	Key West/Naples/Palm Beach	<i>Utah</i>	Park City (Summit County)
<i>Illinois</i>	Chicago (Cook & Lake Counties)	<i>Virginia</i>	Alexandria/Falls Church/ Fairfax/Counties of Arlington, Loundon, Fairfax
<i>Massachusetts</i>	Boston (Suffolk County)/Cambridge Martha's Vineyard/Nantucket	<i>Vermont</i>	Stowe (Lamoille County)
<i>Maryland</i>	Montgomery & Prince George Counties/ Annapolis/Ocean City	<i>Washington</i>	Seattle
<i>Minnesota</i>	Minneapolis/St. Paul Hennepin & Ramsey Counties	<i>Wisconsin</i>	Wisconsin Dells