FY 2024 RTAP Travel Rates
(Attachment C)

	*Michigan Select Cities	Michigan All Others	**Out-of-State Select Cities	Out-of-State All Others
Breakfast	$ 11.75	$ 9.75	$ 15.00	$ 11.75
Lunch	$ 11.75	$ 9.75	$ 15.00	$ 11.75
Dinner	$ 28.00	$ 22.00	$ 29.00	$ 27.00
Lodging	$85 (plus tax)	$85 (plus tax)	Actual w. receipts	Actual w. receipts

Mileage Rates: 0.67

Incidental Costs/day (with overnight stay) $5.00
(fees & tips given to porters, bell hops, hotel maids, etc)

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

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

The following procedures must be adhered to:

1. Meal receipts are not required. Individual requesting a meal allowance will enter the full applicable meal allowance rate for the specific meal(s) regardless of the cost incurred. RTAP will not pay the actual expense of the meal(s) incurred.
2. Individual must have travelled more than 25 miles from both their home and official workstation to qualify for meal allowance.
3. To be eligible for a meal expense, the travel must occur as outlined below.
Breakfast: Travel commences prior to 6:00am and extends beyond 8:30am.
Lunch: Travel commences prior to 11:30am and extends beyond 2:00pm.
Dinner: Travel commences prior to 5:00pm and extends beyond 8:00pm.
4. Meal allowance amount includes tip.
5. Receipts must be provided for all other expenses such as tolls, taxis, air travel, lodging, registration fees.

**Out-of-State Select Cities:

State	Cities	State	Cities
Alaska	All locations		
Arizona	Phoenix/Scottsdale, Sedona	*Massachusetts*	Boston (Suffolk County)/Cambridge Martha's Vineyard, Burlington, Woburn
California	Los Angeles(L.A., Orange & Ventura, Mendocino Counties, Edward AFB), Eureka, Arcata, Mckinleyville, Mammoth Lakes, Mill Valley, San Rafael, Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	*Minnesota*	Minneapolis/St. Paul, Duluth Hennepin & Ramsey Counties
		Nevada	Las Vegas
		New Mexico	Santa Fe
		New York	Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens, Staten Island) Riverhead, Ronkonkoma, Melville, Suffolk County, Tarrytown, White Plains, New Rochelle, Lake Placid
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail		
Connecticut	Bridgeport/Danbury		
District of Columbia	Wasnington D.C. (also cities of Alexandria, Falls Church, Fairfax, counties of Montgomery and Prince Georges in MD (See also Maryland and Virginia)	Ohio	Cincinnati
		Pennsylvania	Bucks County, Pittsburgh
		Rhode Island	Jamestown/Middletown/ Newport County, Bristol, Providence
Florida	Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Key West		
Georgia	Jekyll Island, Brunswick	Texas	Austin, Dallas, Houston, (L.B. Johnson Space Ctr)
Idaho	Sun Valley/Ketchum		
		Utah	Park City (Summit County)
Ilinois	Chicago (Cook & Lake Counties)		
		Vermont	Stowe (Lamoille County) Manchester, Montpelier
Kentucky	Kenton		
Louisiana	New Orleans	*Virgina*	Alexandria/Falls Church/ Fairfax
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sanford	*Washington*	Port Angeles, Port Townsend, Seattle
Maryland	Montgomery & Prince George Counties Baltimore/Ocean City	Wyoming	Jackson, Pinedale

**Out-of-State Select Cities:

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