

## FY 2025 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	\$98 (plus tax)	\$98 (plus tax)	Actual w. receipts	Actual w. receipts

**Mileage Rates:** 0.67(2024) / 0.70 (Effective January 1, 2025)

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

**\*Michigan Select Cities:**

Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City

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

See next page

**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.

**SELECT CITY LIST**  
**SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES**  
**Effective October 1, 2024**

<b>Michigan Select Cities</b>		
	<b>CITIES</b>	
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City	
<b>Out of State Select Cities</b>		
<b>STATE</b>	<b>CITIES</b>	
<b>Alaska</b>	All locations	
<b>Arizona</b>	Phoenix, Scottsdale, Sedona	
<b>California</b>	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	
<b>Colorado</b>	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
<b>Connecticut</b>	Bridgeport, Danbury	
<b>District of Columbia</b>	Washington DC (See also Maryland & Virginia)	
<b>Florida</b>	Boca Raton, Delray Beach, Ft Lauderdale, Jupiter, Key West, Miami	
<b>Georgia</b>	Brunswick, Jekyll Island	
<b>Hawaii</b>	All locations	
<b>Idaho</b>	Ketchum, Sun Valley	
<b>Illinois</b>	Chicago	Cook, Lake
<b>Kentucky</b>	Kenton	
<b>Louisiana</b>	New Orleans	
<b>Maine</b>	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
<b>Maryland</b>	Baltimore City, Ocean City	Montgomery, Prince George
<b>Massachusetts</b>	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
<b>Minnesota</b>	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
<b>Nevada</b>	Las Vegas	
<b>New Mexico</b>	Santa Fe	
<b>New York</b>	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plains	Suffolk
<b>Ohio</b>	Cincinnati	
<b>Pennsylvania</b>	Pittsburgh	Bucks
<b>Puerto Rico</b>	All locations	
<b>Rhode Island</b>	Bristol, Jamestown, Middletown, Newport, Providence	Newport
<b>Texas</b>	Austin, Dallas, Houston, L.B. Johnson Space Center	
<b>Utah</b>	Park City	Summit
<b>Vermont</b>	Manchester, Montpelier, Stowe	Lamoille
<b>Virginia</b>	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
<b>Washington</b>	Port Angeles, Port Townsend, Seattle	
<b>Wyoming</b>	Jackson, Pinedale	