

# Schedule A

## Current Reimbursement Rates

### A. Meals during travel:

Effective date:

	<u>In-State</u>	<u>Out-of-State</u>	7-1-11
<b>Breakfast</b>	<b>\$ 8.00</b>	<b>\$ 8.00</b>	
<b>Lunch</b>	<b>\$ 10.45</b>	<b>\$10.45</b>	
<b>Dinner</b>	<b>\$ 17.90</b>	<b>\$20.30</b>	

**Meals during Overnight Travel:** A state employee may be reimbursed for meals including lunches, while on official state business when the employee is in overnight travel status. The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station.

**Meals during Daily Travel:** Employees may be reimbursed for meals for partial days of travel when in overnight travel status and the partial day is the day of departure or the day of return.

The following applies:

- ◆ Breakfast: depart duty station prior to 6:00 a.m. and extend the workday by 2 hours.
- ◆ Lunch: depart duty station prior to 12:00 noon (day of departure) or return to duty station after 2:00 p.m. (day of return).
- ◆ Dinner: depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return) and extend the workday by 3 hours.
- ◆ The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station or home.  
Allowances cannot be paid to employees for lunches if travel does not involve an overnight stay; however employees can be eligible for allowances for the breakfast and evening meals when the following applies:
- ◆ Breakfast: depart duty station prior to 6:00 a.m., and extend the workday by 2 hours.
- ◆ Dinner: return to duty station after 8:00 p.m., and extend the workday by 3 hours.
- ◆ To be eligible for both meal allowances the employee must have worked five (5) hours longer than the normal workday.
- ◆ The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station or home.
- ◆ Allowances for the breakfast and evening meals for employees working nontraditional shifts must have prior approval of OSBM.

**B. "Breaks" \$4.50 per participant, 20 participants minimum.**

**C. Lodging:**

**Effective date:**

**In-State**

**Out-of-State**

**7-1-11**

**\$63.90 (actual plus tax, up to)**

**\$75.60 (actual plus tax, up to)**

**D. Mileage:**

State employees may use their private cars at the statutory reimbursement rate under the following circumstances:

- Round trips not exceeding one hundred (100) miles.
- Round trips exceeding one hundred (100) miles when there is no state car available at the base of operations or at the Motor Fleet Management Motor Pool (if located nearby). Employees must provide a statement signed by their manager or Motor Fleet Management.
- When the employee has a physical handicap which requires specialized equipment for operation of a motor vehicle.
- When such use is to the state's advantage, due to particular requirements of the employee's duties or when alternate transportation is more expensive or not feasible.

◆ Statutory reimbursement rate for driving personal vehicle has changed from:  
\$.51 per mile to **\$.55.5** cents per mile (effective /7/1/2011)

◆ Motor pool reimbursement rate for driving personal vehicle:  
\$.30 per mile (effective 5/1/2010)

**E. Various Trip Expense Reimbursements:**

◆ For public transportation without a receipt:  
\$5.00 each way.

◆ For parking without a receipt:  
\$4.00 per day

◆ For baggage tips-not to exceed:  
\$2.00 per bag

◆ Taxi tips are not to exceed 15%