



EXPENSE REIMBURSEMENT ALLOWANCES

| TYPE OF EXPENSE | REIMBURSEMENT ALLOWANCE |
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| State-owned vehicle not available | .58 cents per mile |
| State-owned vehicle denied | .51 cents per mile |
| Tolls and parking fees | actual cost |
| Commercial Transportation (air, taxi, rental car, etc.) plus reasonable gratuities | actual cost |
| Specially equipped personal van - provides wheelchair access | .66.5 cents per mile |
| Motorcycle | no reimbursement applicable |
| Personal aircraft | .57.5 cents per mile |
| Overnight lodging | actual reasonable cost |
| Laundry and/or dry-cleaning after 1 week in travel status | actual cost; not to exceed \$16 per week |
| Work-related long distance calls | actual cost |
| Personal telephone calls | actual cost up to maximum number of nights away X \$3.00 |
| Special expenses (e.g. conference fees, banquet tickets) | actual cost with prior approval |
| Meals plus reasonable gratuities | |
| >breakfast (in travel status overnight or leave home before 6 am) | actual cost up to maximums |
| >lunch (in travel status and more than 35 miles from work station) | breakfast - \$ 9.00 \$11.00* |
| | lunch - \$11.00 \$13.00* |
| >dinner (in travel status overnight or return home after 7 pm) | dinner - \$16.00 \$20.00* |

Breakfast (must leave home before 6:00 AM or have an overnight stay)

Lunch (may be claimed if you are more than 35 miles from permanent work station and/or an overnight stay)

Dinner (must return home after 7:00 PM or away from home overnight)

Cost of meal includes tax and a reasonable gratuity

* If traveling to out of state metro areas if applicable.