

## TRAVEL RATES

### MILEAGE REIMBURSEMENT RATE:

Effective for travel beginning on or after **January 1, 2010**, the IRS mileage reimbursement rate is \$0.50/mile for personal vehicle miles.

Effective for travel beginning on or after **January 1, 2009**, the IRS mileage reimbursement rate is \$0.55/mile for personal vehicle miles.

### MEAL TIMES

Breakfast

6.30AM - 9.00AM

Example: If you begin your travel before 6.30AM but no later than 9:00AM, you may claim reimbursement for this meal. If you begin your travel after 9.00AM, you may not claim reimbursement for this meal.

Lunch

11.00AM - 2.00PM

Dinner

5.00PM - 8.00PM

Meals included in registration fees cannot be claimed for reimbursement.

### DOMESTIC PER DIEM RATES:

Meal and Incidental Expenses (M&IE) rates may be found at U.S. General Services Administration website: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

Use the rates/amounts indicated in Column G (M&IE).

Breakdown per location allowance:

M&IE	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	10	11	12	13	14	15
Lunch	13	14	15	17	18	20
Dinner	23	26	29	31	34	36

### INTERNATIONAL PER DIEM RATES:

Meal and Incidental Expenses rates may be found at the U.S. Dept of State website: [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)

Use the rates/amounts indicated in column M&IE.

Breakdown on International:

Breakfast 25%

Lunch 25%

Dinner 50%