

TRAVEL RATES

MILEAGE REIMBURSEMENT RATE:

Effective for travel beginning on or after **July 1, 2011**, the IRS mileage reimbursement rate is \$0.555/mile for personal vehicle miles.

Effective for travel beginning on or after **January 1, 2011 through June 30, 2011**, the IRS mileage reimbursement rate is \$0.51/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

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

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

Breakdown on International:

Breakfast 25%

Lunch 25%

Dinner 50%