

## Lodging and Per Diem Rates Effective October 1, 2009

### THERE ARE THREE (3) TABLES BELOW:

1. The “Meals and Incidental Expense (M&IE) Rate” breakdown table,
2. The In-State Rate Table, and
3. The Out-of-State Rate Table, which includes some northern Virginia cities & counties.

If your destination location is NOT listed in either the “In-State” or “Out-of-State” table, then use the STANDARD rate listed on the first line of the appropriate table (either “In-State” or “Out-of-State,” depending upon your LODGING destination).

**NOTE:** For the Virginia cities of Alexandria, Fairfax, Falls Church; for the Virginia counties of Arlington and Fairfax; and for the Maryland counties of Montgomery and Prince George’s, **USE THE WASHINGTON, DC rates that are found on the Out-of-State table.**

**IF YOU NEED RATES FOR OUT-OF-COUNTRY OR RATES FOR HAWAII OR ALASKA, PLEASE SEE** [http://www.umw.edu/ap/travel/outofcountry\\_travel.php](http://www.umw.edu/ap/travel/outofcountry_travel.php) or contact [payables@umw.edu](mailto:payables@umw.edu)

For lodging regulations, see [http://www.umw.edu/ap/travel/per\\_diem\\_lodging\\_rates/lodging/default.php](http://www.umw.edu/ap/travel/per_diem_lodging_rates/lodging/default.php)

For per diem regulations and details regarding this “Meals and Incidentals Expense (M&IE) Rate” breakdown table, please see [http://www.umw.edu/ap/travel/per\\_diem\\_lodging\\_rates/perdiem/default.php](http://www.umw.edu/ap/travel/per_diem_lodging_rates/perdiem/default.php)

**ALL TRAVEL REGULATIONS CAN BE FOUND AT** <http://www.umw.edu/ap/travel/default.php>

### TABLE 1 Meals and Incidental Travel Expenses (M&IE) Rate Breakdown Table

The M&IE Rate Table below provides a breakdown of the M&IE per diem rates that are shown in the “Lodging/M&IE Guideline” tables that are found below this table. The M&IE Rate Table below reflects rounded amounts for the “75% travel days.” This is intentional and intended to be more convenient for the traveler.

TOTAL	\$41	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	\$7	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
Incidentals	5	5	5	5	5	5	5
75% Travel Days	\$32	\$36	\$40	\$44	\$47	\$51	\$55

**TABLE 2**  
**IN-STATE rates for Lodging and Meals (M&IE)**

If your destination city is not listed, use the standard rate on the first line of this table.  
**NOTE: See Washington, DC in the Out-of-State Table for some northern Virginia cities and counties.**

IN-STATE Location City – (Surrounding Areas)	Lodging Rate <u>Excludes</u> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
<b>STANDARD →</b>	<b>\$70</b>	<b>\$41</b>
<b>EXCEPTIONS ↓</b>		
<i>Abingdon (Washington) (10/1 – 3/31)</i>	82	46
<i>Abingdon (Washington) (4/1 – 5/31)</i>	82	46
<i>Abingdon (Washington) (6/1 – 9/30)</i>	82	46
<i>Blacksburg (Montgomery)</i>	98	46
<i>Charlottesville (Albemarle &amp; Greene County)</i>	112	56
<i>Chesapeake / Suffolk (10/1 – 5/31)</i>	87	56
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	103	56
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	87	56
<i>Chesterfield / Henrico (Chesterfield and Henrico Counties)</i>	92	51
<i>Fredericksburg (City of Fredericksburg, Spotsylvania)</i>	78	56
<i>Hampton City / Newport News</i>	80	56
<i>James City / York Co / Williamsburg (10/1 – 3/31)</i>	72	51
<i>James City / York Co / Williamsburg (4/1 – 8/31)</i>	94	51
<i>James City / York Co / Williamsburg (9/1 – 9/30)</i>	72	51
<i>Loudoun (Loudoun County)</i>	135	61
<i>Lynchburg (Campbell County)</i>	83	51
<i>Manassas (City Limits)</i>	93	46
<i>Norfolk / Portsmouth</i>	95	61
<i>Richmond (City Limits)</i>	125	66

(continued)

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$70</b>	<b>\$41</b>
<b>EXCEPTIONS ↓</b>		
<i>Roanoke (City Limits)</i>	<i>103</i>	<i>51</i>
<i>Stafford / Prince William (Stafford and Prince Williams Counties)</i>	<i>95</i>	<i>46</i>
<i>Virginia Beach (Virginia Beach) (10/1-5/31)</i>	<i>89</i>	<i>56</i>
<i>Virginia Beach (Virginia Beach) (6/1-8/31)</i>	<i>148</i>	<i>56</i>
<i>Virginia Beach (Virginia Beach) (9/1-9/30)</i>	<i>89</i>	<i>56</i>
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	<i>87</i>	<i>56</i>
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	<i>128</i>	<i>56</i>
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	<i>87</i>	<i>56</i>
<i>Warrenton (Fauquier)</i>	<i>101</i>	<i>46</i>

**TABLE 3**  
**OUT-OF-STATE rates for Lodging and Meals (M&IE)**

If your destination city is not listed, use the standard rate on the first line of this table.

OUT-OF-STATE Location City – (Surrounding Areas)	Lodging Rate <i>Excludes</i> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$46</b>
<b>EXCEPTIONS ↓</b>		
<i>Austin, TX (Travis) (10/1 – 10/31)</i>	121	71
<i>Austin, TX (Travis) (11/1 – 8/31)</i>	115	71
<i>Austin, TX (Travis) (9/1 – 9/30)</i>	121	71
<i>Atlanta, GA (Fulton, Cobb, DeKalb counties)</i>	140	56
<i>Baltimore, MD (10/1 – 11/30)</i>	161	71
<i>Baltimore, MD (12/1 – 2/28)</i>	135	71
<i>Baltimore, MD (3/1 – 9/30)</i>	161	71
<i>Baltimore County, MD</i>	103	61
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (10/1 – 10/31)</i>	240	71
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (11/1 – 3/31)</i>	168	71
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (4/1 – 6/30)</i>	231	71
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (7/1 – 8/31)</i>	205	71
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (9/1 – 9/30)</i>	240	71
<i>Charleston, SC (Charleston, Berkeley, Dorchester Counties)</i>	142	56
<i>Charlotte, NC (Mecklenburg County)</i>	100	51
<i>Chicago, IL (Cook, Lake Counties) (9/1-11/30)</i>	205	71
<i>Chicago, IL (Cook, Lake Counties) (12/1-4/30)</i>	158	71
<i>Chicago, IL (Cook, Lake Counties) (5/1-6/30)</i>	211	71
<i>Chicago, IL (Cook, Lake Counties) (7/1-8/31)</i>	176	71
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	115	56
<i>Cleveland, OH (Cuyahoga County)</i>	109	56
<i>Dallas, TX (Dallas County and City Limits) (10/1-12/31)</i>	117	71
<i>Dallas, TX (Dallas County and City Limits) (1/1-3/31)</i>	122	71
<i>Dallas, TX (Dallas County and City Limits) (4/1-9/30)</i>	117	71

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes taxes and surcharges</i></b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i></b>
<b>STANDARD</b>	<b>\$88</b>	<b>\$46</b>
→		
<b>EXCEPTIONS ↓</b>		
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson)</i>	<i>158</i>	<i>66</i>
<i>Detroit, MI (Wayne County)</i>	<i>104</i>	<i>56</i>
<i>Floral Park/Garden City/Glen Cove/ Great Neck/ Roslyn, NY (Nassau County)</i>	<i>161</i>	<i>66</i>
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, Montgomery Counties)</i>	<i>118</i>	<i>71</i>
<i>Kansas City, MO (Cass, Clay, Jackson, Platte Counties)</i>	<i>107</i>	<i>56</i>
<i>Las Vegas, NV (Clark County) (6/1-12/31)</i>	<i>109</i>	<i>71</i>
<i>Las Vegas, NV (Clark County) (1/1 – 5/31)</i>	<i>118</i>	<i>71</i>
<i>Los Angeles, CA (Los Angeles, Orange, Ventura Counties and Edwards AFB)</i>	<i>135</i>	<i>71</i>
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	<i>340</i>	<i>71</i>
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–3/31)</i>	<i>209</i>	<i>71</i>
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (4/1–6/30)</i>	<i>318</i>	<i>71</i>
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	<i>279</i>	<i>71</i>
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>	<i>340</i>	<i>71</i>
<i>Miami, FL (Miami-Dade County) (10/1-12/31)</i>	<i>128</i>	<i>66</i>

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes taxes and surcharges</i></b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i></b>
<b>STANDARD</b>	<b>\$88</b>	<b>\$46</b>
→		
<b>EXCEPTIONS ↓</b>		
<i>Miami, FL (Miami-Dade County) (1/1-3/31)</i>	152	66
<i>Miami, FL (Miami-Dade County) (4/1-9/30)</i>	117	66
<i>Minneapolis / St. Paul, MN (Hennepin, Ramsey Counties)</i>	137	71
<i>Nashville, TN (Davidson)</i>	119	66
<i>Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)</i>	130	61
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine Parishes, St. Bernard) (10/1–6/30)</i>	133	71
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine Parishes, St. Bernard) (7/1-9/30)</i>	104	71
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	108	56
<i>Orlando, FL (Orange County) (1/1-3/31)</i>	117	56
<i>Orlando, FL (Orange County) (4/1-9/30)</i>	108	56
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	170	66
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	153	66
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	170	66
<i>Palm Springs, CA (Riverside) (9/1 – 12/31)</i>	111	71
<i>Palm Springs, CA (Riverside) (1/1 – 5/31)</i>	129	71
<i>Palm Springs, CA (Riverside) (6/1 – 8/31)</i>	90	71
<i>Phoenix/Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	120	71
<i>Phoenix/Scottsdale, AZ (Maricopa County) (1/1-5/31)</i>	140	71
<i>Phoenix/Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	89	71
<i>Phoenix/Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	120	71
<i>Pittsburgh, PA (Allegheny County)</i>	119	71
<i>San Antonio, TX (Bexar County)</i>	117	66

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate</b> <i>Excludes taxes and surcharges</i>	<b>Meals and Incidental Expense (M&amp;IE) Rate</b> <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i>
<b>STANDARD</b>	<b>\$88</b>	<b>\$46</b>
<b>→</b>		
<b>EXCEPTIONS ↓</b>		
<i>San Diego, CA (San Diego County)</i>	<i>147</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	<i>192</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	<i>166</i>	<i>71</i>
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	<i>192</i>	<i>71</i>
<i>Savannah, GA (Chatham County)</i>	<i>106</i>	<i>56</i>
<i>Seattle, WA (King County)</i>	<i>159</i>	<i>71</i>
<i>St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington)</i>	<i>110</i>	<i>66</i>
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (10/1 – 12/31)</i>	<i>101</i>	<i>51</i>
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (1/1 – 3/31)</i>	<i>120</i>	<i>51</i>
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (4/1 – 9/30)</i>	<i>101</i>	<i>51</i>
<i>Washington, DC (1) (9/1-10/31)</i>	<i>229</i>	<i>71</i>
<i>Washington, DC (1) (11/1-2/28)</i>	<i>207</i>	<i>71</i>
<i>Washington, DC (1) (3/1-6/30)</i>	<i>226</i>	<i>71</i>
<i>Washington, DC (1) (7/1-8/31)</i>	<i>170</i>	<i>71</i>
<i>White Plains/Tarrytown/ New Rochelle/Yonkers, NY (Westchester County)</i>	<i>164</i>	<i>71</i>

(1) Washington, DC, includes: Virginia Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Fairfax; and, Maryland counties of Montgomery and Prince George's.