

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>20335</b>
Function No. 20000—General Accounting	<b>TOPIC</b>	<b>STATE TRAVEL REGULATIONS</b>
Section No. 20300—Cash Disbursements Accounting	<b>DATE</b>	October 1, 2006

**THERE ARE THREE TABLES BELOW:**

1. The “Meals and Incidental Expense (M&IE) Rate” breakdown table,
2. The In-State table, and
3. The Out-of-State table.

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). *For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC, listing in 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)

<b>TOTAL</b>	<b>\$39</b>	<b>\$44</b>	<b>\$49</b>	<b>\$54</b>	<b>\$59</b>	<b>\$64</b>
Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3
75% Travel Days	\$30	\$34	\$38	\$42	\$45	\$49

**ALL TRAVEL REGULATIONS CAN BE FOUND AT**

<http://www.umw.edu/ap/travel/default.php>

Volume No. 1—Policies & Procedures	TOPIC NO.	20335
Function No. 20000—General Accounting	TOPIC	STATE TRAVEL REGULATIONS
Section No. 20300—Cash Disbursements Accounting	DATE	October 1, 2006

**IN-STATE Lodging/M&IE RATES**  
**If your destination city is not listed, use the standard rate on the first line of this table**

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>\$60</b>	<b>\$39</b>
<b>EXCEPTIONS ↓</b>		
<i>Charlottesville (City)</i>	87	44
<i>Chesapeake / Suffolk (10/1 – 3/31)</i>	74	44
<i>Chesapeake / Suffolk (4/1 – 8/31)</i>	99	44
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	74	44
<i>Chesterfield / Henrico (Chesterfield and Henrico Counties)</i>	81	49
<i>Fredericksburg (Spotsylvania)</i>	63	49
<i>Hampton / Newport News (10/1 – 3/31)</i>	73	44
<i>Hampton / Newport News (4/1 – 6/30)</i>	88	44
<i>Hampton / Newport News (7/1 – 9/30)</i>	73	44
<i>Loudoun (Loudoun County)</i>	131	59
<i>Lynchburg (Campbell County)</i>	68	44
<i>Manassas (City Limits)</i>	87	39
<i>Norfolk and Portsmouth (10/1 – 10/31)</i>	94	59
<i>Norfolk and Portsmouth (11/1 – 3/31)</i>	77	59
<i>Norfolk and Portsmouth (4/1 – 9/30)</i>	94	59
<i>Richmond (City Limits)</i>	102	54
<i>Roanoke (City Limits)</i>	76	44
<i>Stafford / Prince Williams (Stafford and Prince Williams Counties)</i>	80	44
<i>Virginia Beach (Virginia Beach) (10/1-3/31)</i>	68	54
<i>Virginia Beach (Virginia Beach) (4/1-5/31)</i>	83	54
<i>Virginia Beach (Virginia Beach) (6/1-8/31)</i>	129	54
<i>Virginia Beach (Virginia Beach) (9/1-9/30)</i>	68	54

*Continued on next page*

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>20335</b>
Function No. 20000—General Accounting	<b>TOPIC</b>	<b>STATE TRAVEL REGULATIONS</b>
Section No. 20300—Cash Disbursements Accounting	<b>DATE</b>	October 1, 2006

(continued)

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate Excludes taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate</b> <b><u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	78	49
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	111	49
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	78	49
<i>Warrenton (Fauquier)</i>	73	44
<i>Williamsburg (James City and York Counties) (10/1-3/31)</i>	70	54
<i>Williamsburg (James City and York Counties) (4/1-8/31)</i>	89	54
<i>Williamsburg (James City and York Counties) (9/1-9/30)</i>	70	54

**OUT-of-STATE lodging and M&IE Rates Table is below**

Volume No. 1—Policies & Procedures	TOPIC NO.	20335
Function No. 20000—General Accounting	TOPIC	STATE TRAVEL REGULATIONS
Section No. 20300—Cash Disbursements Accounting	DATE	October 1, 2006

**OUT-of-STATE Lodging/M&IE RATES**  
**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>EXCEPTIONS ↓      STANDARD →</b>	<b>\$88</b>	<b>44</b>
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	<i>124</i>	<i>49</i>
<i>Baltimore, MD</i>	<i>148</i>	<i>59</i>
<i>Baltimore County, MD</i>	<i>92</i>	<i>54</i>
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge)(10/1 – 10/31)</i>	<i>203</i>	<i>64</i>
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (11/1 – 8/31)</i>	<i>168</i>	<i>64</i>
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (9/1 – 9/30)</i>	<i>203</i>	<i>64</i>
<i>Charleston, SC (Charleston, Berkeley, Dorchester Counties)</i>	<i>92</i>	<i>54</i>
<i>Charlotte, NC (Mecklenburg County)</i>	<i>78</i>	<i>49</i>
<i>Chicago, IL (Cook, Lake Counties) (10/1- 11/30)</i>	<i>173</i>	<i>64</i>
<i>Chicago, IL (Cook, Lake Counties) (12/1-4/30)</i>	<i>138</i>	<i>64</i>
<i>Chicago, IL (Cook, Lake Counties) (5/1-6/30)</i>	<i>169</i>	<i>64</i>
<i>Chicago, IL (Cook, Lake Counties) (7/1-8/31)</i>	<i>141</i>	<i>64</i>
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	<i>173</i>	<i>64</i>
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	<i>86</i>	<i>54</i>
<i>Cleveland, OH (Cuyahoga County)</i>	<i>98</i>	<i>54</i>
<i>Dallas, TX (Dallas County and City Limits) (10/1-12/31)</i>	<i>100</i>	<i>59</i>
<i>Dallas, TX (Dallas County and City Limits) (1/1-4/30)</i>	<i>111</i>	<i>59</i>
<i>Dallas, TX (Dallas County and City Limits) (5/1-9/30)</i>	<i>100</i>	<i>59</i>
<i>Denver/Aurora, CO (Adams, Arapahoe, Denver, Jefferson, Counties)</i>	<i>127</i>	<i>49</i>
<i>Detroit, MI (Wayne County)</i>	<i>100</i>	<i>44</i>
<i>Fort Worth/Arlington/ Grapevine, TX (Tarrant County and City limits of Grapevine)</i>	<i>120</i>	<i>44</i>
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, Montgomery Counties)</i>	<i>95</i>	<i>59</i>

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>20335</b>
Function No. 20000—General Accounting	<b>TOPIC</b>	<b>STATE TRAVEL REGULATIONS</b>
Section No. 20300—Cash Disbursements Accounting	<b>DATE</b>	October 1, 2006

Continued on next page

(continued)

<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>
<i>Kansas City, MO (Cass, Clay, Jackson, Platte Counties)</i>	96	49
<i>Las Vegas, NV (Clark County) (10/1-4/30)</i>	114	64
<i>Las Vegas, NV (Clark County) (5/1 – 8/31)</i>	100	64
<i>Las Vegas, NV (Clark County) (9/1 –9/30)</i>	114	64
<i>Los Angeles, CA (Los Angeles, Orange, Ventura Counties and Edwards AFB)</i>	110	64
<i>Miami, FL (Miami–Dade County) (10/1-12/31)</i>	107	59
<i>Miami, FL (Miami-Dade County) (1/1–3/31)</i>	157	59
<i>Miami, FL (Miami-Dade County) (4/1 – 9/30)</i>	107	59
<i>Minneapolis / St. Paul, MN (Hennepin, Ramsey Counties)</i>	113	64
<i>Floral Park/Garden City/Glen Cove/ Great Neck/ Roslyn, NY (Nassau County)</i>	159	64
<i>Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)</i>	116	49
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (10/1–5/31)</i>	148	59
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (6/1-9/30)</i>	102	59
<i>New York City, NY (Boroughs of Manhattan, Bronx, Brooklyn, Staten Island and Richmond County) (10/1- 12/31)</i>	274	64
<i>New York City, NY (Boroughs of Manhattan, Bronx, Brooklyn, Staten Island and Richmond County) (1/1–6/30)</i>	214	64
<i>New York City, NY (Boroughs of Manhattan, Bronx, Brooklyn, Staten Island and Richmond County) (7/1 – 8/31)</i>	196	64
<i>New York City, NY (Boroughs of Manhattan, Bronx, Brooklyn, Staten Island and Richmond County) (9/1 – 9/30)</i>	274	64
<i>Queens (Queens) (10/1 – 12/31)</i>	177	59
<i>Queens (Queens) (1/1 - 4/30)</i>	152	59
<i>Queens (Queens) ( 5/1 – 6/30)</i>	163	59

Continued on next page

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>20335</b>
Function No. 20000—General Accounting	<b>TOPIC</b>	<b>STATE TRAVEL REGULATIONS</b>
Section No. 20300—Cash Disbursements Accounting	<b>DATE</b>	October 1, 2006

(continued)

<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>
<i>Queens (Queens) (7/1 – 8/31)</i>	153	59
<i>Queens (Queens) (9/1 – 9/30)</i>	177	59
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	89	49
<i>Orlando, FL (Orange County) (1/1-3/31)</i>	114	49
<i>Orlando, FL (Orange County) (4/1-9/30)</i>	89	49
<i>Philadelphia, PA (Philadelphia County)</i>	138	64
<i>Phoenix/Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	103	59
<i>Phoenix/Scottsdale, AZ (Maricopa County) (1/1-3/31)</i>	141	59
<i>Phoenix/Scottsdale, AZ (Maricopa County) (4/1-5/31)</i>	109	59
<i>Phoenix/Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	74	59
<i>Phoenix/Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	103	59
<i>Pittsburgh, PA (Allegheny County)</i>	100	54
<i>San Antonio, TX (Bexar County)</i>	103	54
<i>San Diego, CA (San Diego County)</i>	131	64
<i>San Francisco, CA (San Francisco County)</i>	140	64
<i>Savannah, GA (Chatman County)</i>	95	49
<i>Seattle, WA (King County)</i>	136	64
<i>St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties)</i>	103	59
<i>Washington, DC (1) (10/1-11/30)</i>	195	64
<i>Washington, DC (1) (12/1-5/31)</i>	188	64
<i>Washington, DC (1) (6/1-8/31)</i>	162	64
<i>Washington, DC (1) (9/1-9/30)</i>	195	64
<i>White Plains/Tarrytown/ New Rochelle/Yonkers, NY (Westchester County)</i>	137	59

(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.