

Chapter 10 - Travel

10.90 **Travel Rates**

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10.90 Travel Rates

10.90.10 Reimbursement rates

10.90.10.a This section provides lodging, subsistence, and mileage rates for state officials and employees traveling on official state business. The Office of the State Controller revises this section periodically based upon changes to source documents produced by three separate agencies of the federal government.

10.90.10.b **Lodging, Meals, And Private Vehicle Mileage Rates For The Continental USA** refer to Subsection 10.90.20.

10.90.10.c **High Cost Lodging And Subsistence Rates For The Continental USA**

Per diem allowances for High Cost Locations in the Continental USA are periodically revised by the General Services Administration and can be accessed online at the GSA website.

(U.S. General Services Administration - Per Diem Rates.) Select U.S. Per Diem Rates by Location (Continental USA) to view rates for the contiguous states. Taxes may be added to the lodging rates shown in these tables.

If the travel location is not listed (city or county), use Subsection 10.90.20 lodging and subsistence rates for non high-cost areas. For cities in the U.S. where the counties are not known, visit the NACO website to search from them.

10.90.10.d **Lodging And Subsistence Rates For The Non Continental USA And Foreign Locations**

Per Diem allowances for foreign locations, Alaska, Hawaii, and US Possessions are revised monthly and can be accessed online at U.S. Department of State website.

(U.S. Department of State – Foreign Per Diem Rates.) Rates for Alaska, Hawaii, and U.S. possessions follow the foreign rates. Most of the lodging rates in these tables include all taxes. However, taxes on lodging are separately reimbursable for Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and U.S. possessions.

10.90.20**Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage****Lodging Rate Notes:**

The reference for the maximum lodging rates is located on the U.S. General Services Administration's website.

- Select U.S. Per Diem Rates by Location (Continental USA) to view rates for the contiguous 48 states (amounts shown there are before adding applicable state and local taxes to the reimbursement rates) or Foreign Per Diem Rates (taxes included) to view rates for Alaska, Hawaii and U.S. possessions.

Meal Rate Notes:

To determine which high cost meal rate applies for a specific high cost location in the Continental USA, refer to the General Services Administration's website.

(Meal rates will be referred to as "subsistence" rates.)

Private Owned Vehicle (POV) Rate Notes:

Rates are provided through the Collective Bargaining process. Please visit the employee relations website to view the Collective Bargaining contracts.

Non High-Cost Per Diem Rate:

Certain types of boards and commissions use both daily and hourly rates (Section 10.70). Also, the hourly rate is used when an employee is authorized to use a privately owned travel trailer or camper (Subsection 10.30.70).

Please visit the "Travel Section" of the OSC website for further details.