

Mileage

Private Vehicle \$0.655 effective January 1, 2023

Lodging

Chicago Metro Counties (Cook) 10/1/22 – 11/30/22 \$218.00

12/1/22 – 3/31/23 \$134.00

4/1/23 – 6/30/23 \$216.00

7/1/23 – 8/31/23 \$187.00

9/1/23 – 9/30/23 \$218.00

Counties of DuPage, Kane, Lake, McHenry and Will \$95.00 + tax

Major Downstate Areas: Champaign, Kankakee, LaSalle,
McLean, Macon, Madison, Peoria, Rock Island, St. Clair,
Sangamon, Tazewell, and Winnebago Counties \$85.00 + tax

All other Downstate Counties \$75.00 + tax

Out of State \$110.00 + tax

Washington D.C. area: Federal Rate

Out of Country Actual Reasonable

Conference Lodging

Any employee attending a conference or seminar in the course of state business may stay in the lowest priced room available at the hotel in which the conference or seminar is located or in accommodations arranged by conference/seminar organizations, and shall be reimbursed for actual lodging expenses in excess of those allowed by the reimbursement rates above. The traveler must check the box on the travel voucher if conference lodging was used. If conference lodging was NOT used, and the amount is over the allowed amount, the traveler must fill out a Travel Exception form and attach to the voucher.

Miscellaneous Allowable Expenses

Up to \$10.00 without receipt (with explanation)

Registration Fees

Registration fees shall be on a Request for Payment (RFP) or paid with P-Card
(Registration fees must be included on the Travel Application)

Per Diem Allowance

(Used on overnight travel or when travel exceeds 18 hours)

<i>If you leave between</i>	<i>In State</i>	<i>Out of State</i>
Midnight – 5:59 a.m.	\$28.00	\$32.00
6:00 a.m. – 11:59 a.m.	\$21.00	\$24.00
Noon – 5:59 p.m.	\$14.00	\$16.00
6:00 p.m. – 11:59 p.m.	\$7.00	\$8.00

<i>If you return between</i>	<i>In State</i>	<i>Out of State</i>
Midnight – 5:59 a.m.	\$7.00	\$8.00
6:00 a.m. – 11:59 a.m.	\$14.00	\$16.00
Noon – 5:59 p.m.	\$21.00	\$24.00
6:00 p.m. – 11:59 p.m.	\$28.00	\$32.00

Meal Allowance – (Used when no overnight lodging is involved or travel is less than 18 hours)

	<i>In State</i>	<i>Out of State</i>
Breakfast – leave at or before 6:00 a.m.	\$5.50	\$6.50
Dinner – return at or after 7:00 p.m.	\$17.00	\$19.00

Meals Provided by Conference

There is an allowance of \$28.00 (in-state) and \$32.00 (out-of-state) for each full day. When the cost of meals at an approved conference is an integral part of the registration fee, the traveler shall deduct the following amounts from the meals reimbursement or per diem allowance claimed.

	<i>Deduct In State</i>	<i>Deduct Out of State</i>
Breakfast included in registration fee	\$5.50	\$6.50
Lunch included in registration fee	\$5.50	\$6.50
Dinner included in registration fee	\$17.00	\$19.00