



TRAVEL REIMBURSEMENT RATES

All claimed travel expenses must be for the actual amount of expense (up to maximum rate). **Receipts are required for all travel reimbursements, including tips.** To qualify for reimbursement, travel must be pre-approved by your grant manager.

Meals

Food is reimbursed at actual costs with a daily cap of \$60, including tips.

Transportation

The State requires use of the least costly transportation method. You may not purchase first class or business class air/rail/bus tickets if budget class is available.

Actual expenses are reimbursed for tolls, parking, rental car, and taxi or rideshare (see also Tipping).

Mileage

Per Mile Rate is based on the IRS Rate found [here](#).

You must document start and end points of your trip.

Tipping

Tips are reimbursed for meals, taxis, and rideshares. Meal tips are counted as part of meal cap (capped at \$60 total).

Lodging

Hotels are capped at federal rates found [here](#).

This document is intended as guidance only; official State travel policy is available [online here](#).