

# MILEAGE and PER-DIEM

TRAVEL SUPPLEMENT  
2011-12 Academic Year

## Mileage for Travel in Personal Ground Vehicles

Effective July 1, 2011<sup>1</sup>

If you use an Agency (state) Vehicle for ground transportation, you do not receive any reimbursement for miles traveled. Instead, you may use a college credit card when fueling the vehicle.

Shown below are the current allowable state reimbursement rates for the use of personal vehicles in the conduct of state business either at the direction of the state agency or for the personal convenience of the employee.

- A. For an employee using his/her own personal vehicle for the State's convenience, the mileage reimbursement rate is **55 cents per mile**. This is the "standard" reimbursement rate.
- B. For an employee using his/her own personal vehicle for the employee's convenience, the employee will be reimbursed at one-half the standard mileage reimbursement rate. Currently, the reimbursement rate in this instance is **27.75 cents per mile**.

For travel within the state of Nevada, you must use the mileage listed on the **official state mileage table**. That table is located at this address: [http://www.gbcnv.edu/controller/mileage\\_chart.pdf](http://www.gbcnv.edu/controller/mileage_chart.pdf)

## Lodging Reimbursements

Effective October 1, 2010, and October 1, 2011

The maximum amount reimbursed for lodging depends on the state to which you travel, and on the location within the state. You will need to keep all receipts from the hotel or location at which you are staying. You will be reimbursed the smaller of the amount shown on the receipt and the applicable amount in one of the tables below.

### Nevada

Month of Travel		September	October-December	January-June 2012
Location	County			
Incline Village / Reno / Sparks	Washoe	98	94	94
Las Vegas	Clark Co.	93	99	99
Stateline, Carson City	Douglas / Carson City	93	91	91
Standard Rate	All other locations	77	77	77

<sup>1</sup> This rate is set every January. The lodging rate is set every October.

## Utah

Month of Travel		July - September	October	November- December	January- February	March	April- June
Location	County						
Moab	Grand	97	104	77	77	104	104
Park City	Summit	89	94	94	163	163	94
Provo	Utah Co.	80	81	81	81	81	81
Salt Lake City	Tooele or Salt Lake	95	96	96	96	96	96
Standard Rate	All other locations	77	77	77	77	77	77

## Idaho

Month of Travel		September	October- December	January- May '12
Location	County			
Boise	Ada	77	77	77
Bonner's Ferry / Sandpoint	Boundary, Shoshone, Bonner	77	78	78
Coeur d'Alene	Kootenai	77	81	81
Driggs / Idaho Falls	Bonneville, Teton, Fremont	77	81	81
Sun Valley / Ketchum	Blaine	78	84	84
Twin Falls	Twin Falls Co.	79	77	77
Standard Rate	All other locations	77	77	77

## Oregon

Month of Travel		September	October- December	January- June '11
Location	County			
Ashland / Crater Lake	Jackson, Klamath	80	82	82
Beaverton	Washington	90	93	93
Bend	Deschutes	88	89	89
Clackamas	Clackamas	87	88	88
Eugene / Florence	Lane	97	97	97
Lincoln City	Lincoln	83	84	84
Portland	Multnomah	113	113	113
Seaside	Clatsop	93	96	96
Standard Rate	All other locations	77	77	77

## California

Month of Travel		September	October	November	December	January-February
Location	County					
Antioch / Brentwood / Concord	Contra Costa County	101	101	101	101	101
Barstow / Ontario / Victorville	San Bernardino	99	96	96	96	96
Benicia / Dixon / Fairfield	Solano	84	80	80	80	80
Death Valley	Inyo	92	91	91	91	91
Eureka / Arcata / McKinleyville	Humboldt	82	83	83	83	83
Fresno	Fresno Co.	91	86	86	86	86
Los Angeles	Orange, Edwards AFB, Ventura, Los Angeles Co.	123	125	125	125	125
Mammoth Lakes	Mono County	116	114	114	114	114
Mill Valley / San Rafael / Novato	Marin County	106	113	113	113	113
Modesto	Stanislaus County	85	81	81	81	81
Monterey	Monterey County	126	134	134	134	134
Napa	Napa County	142	147	147	117	117
Oakhurst	Madera County	78	79	79	79	79
Oakland	Alameda County	94	99	99	99	99
Palm Springs	Riverside County	104	99	99	99	115
Point Arena / Gualala	Mendocino County	88	90	90	90	90
Redding	Shasta County	87	87	87	87	87
Sacramento	Sacramento County	101	99	99	99	99
San Diego	San Diego County	131	133	133	133	133
San Francisco	San Francisco County	180	184	155	155	155

San Luis Obispo	San Luis Obispo County	104	103	103	103	103
San Mateo / Foster City / Belmont	San Mateo County	108	111	111	111	111
Santa Barbara	Santa Barbara County	143	139	139	139	139
Santa Cruz	Santa Cruz County	93	97	97	97	97
Santa Monica	City of Santa Monica	180	169	169	169	169
Santa Rosa	Sonoma County	109	110	110	110	110
South Lake Tahoe	El Dorado County	125	118	118	118	118
Sunnyvale / Palo Alto / San Jose	Santa Clara County	80	121	121	121	121
Tahoe City	Placer County	87	82	82	82	82
Truckee	Nevada County	96	96	96	120	120
Visalia / Lemoore	Tulare County, Kings County	83	81	81	81	81
West Sacramento	Yolo County	91	100	100	100	100
Yosemite National Park	Mariposa County	129	127	127	127	127
Standard Rate	All other locations	77	77	77	77	77

## Arizona

Month of Travel		September	October	November-December	January 2011	February	March - April
Location	County						
Grand Canyon / Flagstaff	Yavapai, Coconino	95	97	77	77	77	97
Kayenta	Navajo	89	79	79	79	79	79
Phoenix / Scottsdale	Maricopa	106	105	105	128	128	128
Sedona	City of Sedona	129	127	127	127	127	145
Sierra Vista	Cochise	81	83	83	83	83	83
Tucson	Pima	93	90	90	90	103	103
Yuma	Yuma	81	78	78	78	78	78
Standard Rate	All other locations	77	77	77	77	77	77

## Other States and Later Dates

Follow [this link](#) to the General Services Administration website, at this location:

<http://www.gsa.gov/portal/category/21287>

It would be wise to check the above site in all events, in case the values should change.

## Meals and Incidental Expenses

The column to be used on the Meals and Incidentals chart on the General Services Administration website is determined by the location of your trip. This information is reproduced below for Nevada, Utah, Idaho, Oregon, and Arizona only. Notice that some locations on the lodging table are not listed in the meals tables; these locations have the Standard Rate for meals. For other states, you must consult the website, which is found at the location given above.

Once you have determined what column to use, consult the **M&IE Table**, which has been reproduced below.

### Nevada

Location	County	Column on M&IE Table
Incline Village / Reno / Sparks	Washoe	51
Las Vegas	Clark Co.	71
Stateline, Carson City	Douglas / Carson City	61
Standard Rate	All other locations	46

### Utah

Location	County	Column on M&IE Table
Moab	Grand	56
Park City	Summit	71
Provo	Utah Co.	51
Salt Lake City	Tooele or Salt Lake	61
Standard Rate	All other locations	46

### Idaho

Column on M&IE Table Depends on ...		Month of Travel	
Location	County	September 2010	October 2010- June 2011
Boise	Ada	51	46
Bonner's Ferry / Sandpoint	Boundary, Shoshone, Bonner	61	61
Coeur d'Alene	Kootenai	61	61

Sun Valley / Ketchum	Blaine	71	71
Standard Rate	All other locations	46	46

## Oregon

Location	County	Column on M&IE Table
Ashland / Crater Lake	Jackson, Klamath	56
Beaverton	Washington	51
Bend	Deschutes	61
Clackamas	Clackamas	61
Eugene / Florence	Lane	51
Lincoln City	Lincoln	56
Portland	Multnomah	66
Seaside	Clatsop	51
Standard Rate	All other locations	46

## Arizona

Location	County	Column on M&IE Table
Grand Canyon / Flagstaff	Yavapai, Coconino	66
Phoenix / Scottsdale	Maricopa	71
Sedona	City of Sedona	66
Tucson	Pima	56
Standard Rate	All other locations	46

## Departure and Return Times

### *for First Day and Last Day*

You only receive meal reimbursement on the first day and/or last day of the trip when specific time conditions are met.

- In order to receive reimbursement for **Breakfast**, you must be away at the event, or leave **before 7 AM**, or return **after 10 AM**.
- In order to receive reimbursement for **Lunch**, you must be away at the event, or leave **before 11 AM**, or return **after 3 PM**.

- In order to receive reimbursement for **Dinner**, you must be away at the event, or leave **before 5 PM**, or return **after 7 PM**.

**Incidental Expenses** include items like luggage handling, metered parking, subway/bus use, and highway toll charges. For these things receipts are not required. You will not be reimbursed for tips.

## **M&IE Table**

The values in the state/location tables represent the total amount that may be reimbursed for meals and incidental expenditures during any day of the trip. If you are away for the full day, and if no meals are provided during that day, you will receive reimbursement equal to the “total” value given at the top of the column.<sup>2</sup> If at least one meal is provided during the day, and on the first and last days of the trip, you will need to use the details of the table to determine the reimbursement that you will receive. You are not eligible for the per-diem meal reimbursement rate for meals that are provided for you.

The reimbursement for incidental expenses is always \$5 per day.

	<b>Breakdown Based on Total Reimbursement Amount</b>					
<b>M&amp;IE Total</b>	\$46	\$51	\$56	\$61	\$66	\$71
<b>Breakfast</b>	\$7	\$8	\$9	\$10	\$11	\$12
<b>Lunch</b>	\$11	\$12	\$13	\$15	\$16	\$18
<b>Dinner</b>	\$23	\$26	\$29	\$31	\$34	\$36
<b>Incidentals</b>	\$5	\$5	\$5	\$5	\$5	\$5

“Breakfast” above includes a full breakfast or a continental breakfast.

*This page was last updated 30 August, 2011.*

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<sup>2</sup> You must always use the itemized meal rates when you submit to the Controller’s Office for reimbursement.