

7.11 Travel Advance Guidelines & Preparation

Procedure Number: 7.11

Procedure Title: Travel Advance Guidelines & Preparation

Original Issue Date: 02/25/1980

Revision Date: 04/25/14

Appendices: A. Newsletter TRAVEL Oct 17

B. 2018 Auto Meal and Hotel Reimbursement Rate Memo

C. 2018 Travel Expense Guidelines – Appendix B 1-1-2018

Forms: [1686 R5 Request for Travel Advance](#)

Statutory References: None

Ordinance References: 56.05(4)

Department Responsible for Updates: Comptroller

Date for scheduled procedure review: 01/01/2019

1. OBJECTIVE

To provide a standardized form and procedure for obtaining travel expense advances from the County Treasurer as provided in 56.05(4) of the Milwaukee County Ordinances. The minimum advance allowable is \$100.

2. DEFINITIONS

N/A

3. PROCEDURE

This form shall be prepared by the department, signed by the employee and signed by the authorized department head or authorized administrator whenever a travel advance is needed. It shall be kept on file in the department for the use of the Office of the Comptroller, Audit Services, upon demand.

Preparation

A sample of the Form 1686 follows this section as Appendix A. Completed form may also be used to key the TE (Travel Authorization) document into Advantage. Please remember to enter the TE document ID at the top of form 1686.

a. Document ID (Agency/Document No.) Enter the TE document ID assigned when the document is issued.

b. From. Enter name of Department Head or Authorized Representative.

c. Date. Enter today's date.

- d. County Employee Name. Enter Last Name, First Name and Middle Initial of employee.
- e. Agency. Enter the employee's agency.
- f. Org No. Enter the employee's organizational unit.
- g. Employee Vendor No. Enter the employee's vendor number.
- h. Is Authorized to Draw an Advance not to Exceed. Enter total dollar amount being requested.
- i. For Dates. Enter the Starting Date of the trip and the Ending Date of the Trip.
- j. For. Specify purpose of trip (i.e. meetings, convention, seminars, training, education etc).
- k. Purpose Code. Based upon your answer above, enter its corresponding code below:
- Enter 001 for conferences
 - Enter 002 for meetings
 - Enter 003 for seminars
 - Enter 004 for training
 - Enter 005 for DP education (i.e. computer-related training)
 - Enter 006 for education
- l. Location. Enter location (i.e. city and state) of event.
- m. DEST code. Based upon your answer above, enter the corresponding DEST code for the location. A full list of destination codes are available in Appendix B o5 Administrative Manual Section 5.11 Travel Preparation Guidelines and Expense Reporting. If applicable, use the 2nd Location and DEST code fields to enter a second location and destination code.
- n. Funds are Available in. Enter Agency, Organization, Appropriation Unit, Activity, Function and Object where the funds are available for this advance. Note: Activity and Function are needed only when department uses programmatic account coding.
- o. Signed. Signature of Department Head or authorized Administrator.
- p. Telephone No. Enter phone number of employee.
- q. Signed. Signature of Employee.

r. Cashier will notify when check(s) available or return interoffice to. Enter name of individual that will pick up checks.

s. Advance(s) Required (Must be Completed). This section is used to assist you with data entry into Advantage. The "Adv Inc/Dec Adj'd" column is not used unless an advance needs to be corrected after the TE document is issued.

Cash Adv Row:

- Amount. Enter amount of cash advance being requested.
- Adv (Date Needed). Enter date the cash advance check is needed. **No sooner than two weeks prior to trip's start date.**
- Adv (Vendor Number). Enter employee's vendor number.
- Adv (Payee/Vendor Description). Enter vendor's name.
- Adv (Address, City/State/Zip). Not required.

Hotel Row:

- Amount. Enter amount for hotel advance being requested.
- Adv (Date Needed). Enter date the hotel advance check is needed. **No sooner than two weeks prior to trip's start date.**
- Adv (Vendor Number). Enter hotel's vendor number.
- Adv (Payee/Vendor Description). Enter hotel name.
- Adv (Address, City/State/Zip). Enter hotel's payment address.

Registration Row:

- Amount. Enter amount of registration advance being requested.
- Adv (Date Needed). Enter date the registration advance check is needed. Date should be whenever payment is due.
- Adv (Vendor Number). Enter registration vendor's vendor number.
- Adv (Payee/Vendor Description). Enter registration vendor's name.
- Adv (Address, City/State/Zip). Enter registration vendor's payment address.

Airline Row:

- Amount. Enter amount of airline advance being requested.
- Adv (Date Needed). Enter date the airline advance check is needed. Date should be whenever payment is due.
- Adv (Vendor Number). Enter travel agent's vendor number.
- Adv (Payee/Vendor Description). Enter travel agent's name.
- Adv (Address, City/State/Zip). Enter travel agent's payment address.

t. Record of Transactions (Date, Check Number, M/P, Description, Debit, Credit, Balance). If desired, this section may be used to keep track of advance checks received from the Treasurer.

Entry of the TE Documents into Advantage

Because an advance is being requested, a TE document needs to be entered and approved in the Advantage system by individuals that have the security authorization to do so for the department whose budget is being charged. Contact the Office of the Comptroller by calling 278-4391 for more information.

Distribution

Form 1686 shall be signed by the employee and signed by the authorized department head or authorized administrator. It shall be kept on file in the department for the use of the Office of the Comptroller, Audit Services, upon demand.

Issuance of Check(s)

The Treasurer will issue check(s) as requested on the TE document. When the check is ready the Treasurer’s Office will notify the requesting department so the check can be picked up.

4. FORMS

The following attached forms are to be used in compliance with this procedure:

Form #	Form Title
1686 R5	Request for Travel Advance

REQUEST FOR TRAVEL ADVANCE 1686 R5

PLEASE TYPE OR PRINT

	DOCUMENT ID	TE	AGENCY	DOCUMENT NO.
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TO: COUNTY TREASURER
 Department Head or Authorized Representative _____ Date _____

FROM: _____

County Employee Name (Last, First MI) _____ Agency _____ Org No _____ Employee Vendor No. _____

_____ Amount _____ Starting Date _____ Ending Date _____

is authorized to draw an Advance not to exceed _____ **for dates** _____
 Specify Meetings, Conv, Etc. _____ Purpose Code _____ Location _____ Dest Code _____

for _____

_____ 2nd Location (if applicable) _____ Dest Code _____

_____ Agency _____ Org Unit _____ Appr Unit _____ Activity _____ Function _____ Object _____

Funds are available in _____

Signed _____

DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE

I hereby request that the Treasurer issue the check(s) listed below which will be used for the above stated purpose. In conformity with the General Ordinance of Milwaukee county, I assign to the County Treasurer the reimbursement check issued in payment of the Travel Expense Report (form 1423). In the event my allowable expenses exceed the amount of this advance, I understand that I will be reimbursed for same, and should expenses be less, I will return the unexpended funds promptly to the Treasurer. In addition to the above, I also assign my future paycheck(s) in an amount sufficient to repay the total due should settlement not be made within fifteen (15) days after my return.

Telephone No. _____ **Signed** _____

County Employee

Cashier will notify when check(s) available or return interoffice to _____

ADVANCE(S) REQUIRED (MUST BE COMPLETED)

	AMOUNT	INC/DEC if adj'd	DATE NEEDED	VENDOR NUMBER	DATE/VENDOR DESCRIPTION	ADDRESS CITY/STATE/ZIP Not Required
CASH ADV						
HOTEL						
REGISTR						
AIRLINE						

RECORD OF TRANSACTIONS

DATE	CHECK NO.	M/P	DESCRIPTION	DEBIT	CREDIT	BALANCE

ACCOUNTS PAYABLE CHECKLIST

Milwaukee County Office of the Comptroller

Vol. 1 No. 2

PLANES, TRAINS AND AUTOMOBILES...

Issued: June 2000
Updated: Oct. 2017

Follow these Steps To Expedite Prompt Reimbursement Of Travel Expense Reports

1. Travel Expense forms can be requested from Graphics, but they are also available on the Lotus Notes Forms Library. The current travel expense form is 1423 R14.
 2. Travel Expense forms should be filled out completely. The employee's vendor number must be written on the travel expense report in the space labeled "Emp Ven ID". In addition, if a travel advance was requested, the TE document number must be written in the space labeled "Travel Advance ID". If the employee vendor number or the TE document number is missing, the expense report will be returned to you for correction.
 3. Milw. County reimburses employees for qualified expenses-- include only qualified expenses on travel expense reports. Deduct non-qualifying expenses from receipts submitted to you. Such things as movie rentals, mini bar, personal phone calls, fireplace logs, gym fees or expenses for family members must not be included on travel expense reports and will not be reimbursed if they are.
 4. Make photocopies of all travel advance checks issued by the Treasurer. Attach photocopies of all advance checks to the travel expense report when it is submitted for reimbursement.
 5. Staple Travel Expense report and all attachments together. DO NOT paper clip.
6. Travel expenses fall into 7 common categories that are listed on Travel Expense reports. Care should be taken to write expenses on the correct line. Backup must match expenses claimed. Expenses submitted without appropriate backup will be returned for correction.
 - **Transportation** – include only air, train, bus and mileage on this line—submit original ticket stubs, proof of payment and air travel itinerary, if applicable.
 - **Hotel** – claim actual expenses up to lodging rate allowed except when lodging is provided in conjunction with event in which case costs can exceed cost of lodging provided. Submit ORIGINAL itemized paid hotel bill. Include only hotel room rate plus taxes on this line. Remember, Milwaukee County is exempt from Sales Tax in Wis.
 - **Meals / Incidentals** – claim actual expenses up to maximum per diem allowed. Expenses include tips (maximum up to 20%). Paid receipts are required.
 - **Registration Fees** – submit paid receipt. If an advance check was issued for the registration fee, a copy of advance check is an acceptable substitute.
 - **Telephone/Fax** – include expenses incurred for business purposes only. Submit itemized bill with date, times, names and phone numbers.
 - **Taxi/Limousine** – include cost plus applicable tips (maximum of 20%). If one-way fare exceeds \$15, submit paid receipts and explain business purpose.
 - **Automobile Rental** – must be authorized by Dept Head in advance. Include cost of rental & insurance. Submit rental agreement and invoice. Rentals should be for business purposes only.
 - **Other Expenses** – other expenses such as parking, tolls etc. must be included here and itemized in the "Explanation" section. Submit paid receipts.
 7. An air travel itinerary must be submitted with the travel expense report whenever air travel arrangements are made. If required by the Dept head, air travel arrangements must be made using a travel agent. If not required by Dept head, air travel arrangements should be made using the internet or by contacting the airline directly.
 8. An itemized Original hotel bill must be submitted with travel expense report. County ordinance requires the submission of an itemized hotel bill with the travel expense report **even if the advance check was made out to the hotel.** Remember, number of allowable nights cannot exceed the night before event begins thru the night it ends.
 9. "Per diem" is the daily maximum limit allowed for meals **and** incidentals. Reimbursement will be for actual expenses up to the per diem limit. Submit paid receipts with travel expense report for meals and incidentals. Incidental expenses such as traveler's check fees and dry cleaning are included in the per diem amount—do not increase the cash advance for them.
 10. Meal Tips are included in per diem, amount allowed— do not increase the cash advance for them. Include meal tips with meals on the Meals/Incidentals line of the travel expense report.
 11. The first and last day of a trip are prorated to $\frac{3}{4}$ of the allowable per diem regardless of the time of departure or arrival. Be sure to take this into consideration when calculating the amount of the cash advance to be requested on a TE document. If your calculations do not reflect this, the employee will owe the Treasurer money.

12. What is a “one-day trip meal”? Why can’t one-day trip meals be included in cash advance calculations? One-day trip meals are meals when no overnight stay is incurred. One-day trip meal expenses must be incurred while on County business outside Milwaukee County. They are reimbursed at actual expenses **not to exceed ¾ of the applicable Federal M&IE per diem rate.** One-day trip meals must not be included in cash advance calculations because **they are a taxable expense that must be reimbursed through Payroll.** If included in the cash advance, a duplicate payment results-- the employee will owe money to the Treasurer.

13. How are “one-day trip” meals listed on a travel expense report? One-day trip meals plus applicable tips must be paid out-of-pocket by the employee and then claimed on the line “Meals/Incidentals” expenses. Include an explanation to the right of the amount including the date and where employee went.

14. Mileage claimed on travel expense reports must be close to “map miles” as set forth in the current travel procedure. Map miles are listed there for all commonly visited cities. For instance, map miles to Madison, Wis. are listed as 158 miles round trip. Mileage claimed on expense reports is checked for reasonableness before payment is issued. Unusual circumstances may be explained in the “Explanation” section provided.

15. A “paid receipt” or copy of the advance check must be submitted when registration expenses are claimed. A registration fee must be **paid** before it can be included on a travel expense report. Registration fees without a paid receipt or check copy will not be reimbursed. If an advance check was not issued **to the vendor**, proof of payment must be provided. Remember, proof of attendance is **not** proof of payment.

16. The Department head is responsible for signing and reviewing travel expense reports. In order to avoid payment delays, improper expenses must be deleted, calculations checked and receipts must be reviewed by department head before signed travel expense report is submitted.

Travel Advance Tips from the Treasurer’s Office

1. Employees/elected officials are eligible for travel advances of \$100 minimum.

2. “Scheduled check date” typed on TE document views depends on the type of advance.

- **Cash advances** must be submitted no more than two weeks prior to event.
- **Hotel advances** must be submitted no more than two weeks prior to event.
- **Airline advances** may be submitted as needed to hold reservations or reimburse employee’s credit card.
- **Registration Fee advances** are determined by the hosting vendor

3. Create one TE document per trip. When changes to the trip require an increase or decrease of the total advance, **you must modify the original TE document, unless the trip has already taken place.** Instructions for modifying a TE document are contained in the Advantage manual “Employee Travel”.

4. Effective 1/1/2014, travel requests NO LONGER need to be pre-approved by DAS-Budget. The pre-approval process may be restored in whole or in part for departments that report a deficit to the Office of the Comptroller.

5. TE documents must be approved by your Dept and Treasurer’s Office staff. After the TE is created:

- Let your approver know there is a TE in Advantage that needs approval.
- **You do not need to contact the Treasurer’s Office to request approval.** Throughout the day, the Treasurer’s staff looks for TEs in Advantage that need final approval. The Treasurer’s approval is not added unless travel policy guidelines have been followed.

6. Advance checks are issued by vendor number. All TE documents with the same vendor number will appear on the same advance check. Occasionally, this can cause a problem, especially with airline advances. It is possible to prevent an

advance check from combining with other advance requests-- when entering the TE document, locate the “Single Check” drop-down list arrow and select YES.

7. I need a travel advance check as soon as possible. If I type a “scheduled check date” of tomorrow and my boss approves the TE document today, when will the check actually be ready? The Treasurer needs 2 to 3 working days for processing after the date your TE document has been fully approved.

EXAMPLE: If your TE document is fully approved by Monday 10/9/17, checks will be ready by Wednesday 10/11/17.

OVER THE WEEKEND EXAMPLE: If your TE document is fully approved by Friday 10/6/17, checks will be ready by Tuesday 10/10/17.

8. How do I get my advance checks? Your agency’s designated travel contact will contact you.

The Treasurer maintains a list of travel-related departmental contacts. When a check is ready, your Dept’s travel contact will be notified by phone. Checks will be distributed via interoffice mail or held for pickup as indicated by your travel contact.

Remember, **County ID** is required to pick-up checks from the Treasurer’s Office.

Comptroller’s Office Staff

Advantage Assistance:

Eileen Rossow 278-4391
Susan Walker 278-4193

Travel Expense Report Processing:

Susan Walker 278-4193

Treasurer’s Office Staff

Final Approval of TE documents & Distribution of Advance Checks

278-4036 or 278-4040

Treasurer’s Office

Main Phone Number 278-4033



COUNTY OF MILWAUKEE INTER-OFFICE COMMUNICATION

DATE: January 11, 2019
TO: Department Administrators
FROM: Scott B. Manske, Comptroller
SUBJECT: 2019 Travel Reimbursement Rates

Auto Mileage Reimbursement

The auto mileage reimbursement rate increases to \$0.58 per mile effective January 1, 2019. This is an increase of 3.5 cents from the previous rate of \$0.545 per mile.

The County rate is increasing pursuant to Sections 5.06 and 56.05 of the Milwaukee County Ordinances, which require the County to adopt changes in the Internal Revenue Service mileage rate for tax purposes. This rate will be reimbursed to county employees for use of their personal vehicles on County business and for reimbursement by County employees for personal use of a county vehicle. Reimbursement eligibility is also subject to compliance with AMOP 5.01 Milwaukee County Vehicle Operation.

Please inform all employees in your department that \$0.58 per mile is the mileage reimbursement rate effective January 1, 2019.

Meal and Incidental Expense Reimbursement

The maximum daily rate for Meal and Incidental Expense (M&IE) reimbursement is unchanged. The County uses a three tier system for daily M&IE reimbursement rates.

	2018 M&IE Rates	2019 M&IE Rates
Low Rate	\$51	\$55
Moderate Rate	\$59	\$61
High Rate	\$69	\$71

Hotel Reimbursement

The County has established maximum reimbursement rates for hotels by location. The County uses an eight-tier system for hotel reimbursement rates. Please refer to Appendix B of Administrative Procedure 5.11 for the schedule of hotel rates by location, which has been updated.

The General Services Administration (GSA), a department of the Federal Government, publishes hotel and meal and incidental expense (M&IE) reimbursement rates on an annual basis. If these GSA per diem rates are used for travel reimbursement, the IRS does not require the tax reporting or taxing of travel expenses reimbursement.

Appendix B of Administrative Procedure 5.11 "Travel Preparation Guidelines" lists the rates for M&IE and hotels by major travel destination. This table can be found in the forms library. The travel destination list in Advantage has been updated to show cities as either low cost, moderate cost or high cost. The travel destination code is required on travel expense reports.

A handwritten signature in blue ink, appearing to read "Scott B. Manske", written over a horizontal line.

Scott B. Manske
Comptroller

Administrative Procedure 5.11 - Appendix B
Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2019

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
ALABAMA						
BIRM	Birmingham	Jefferson	Alabama	\$ 150.00	\$ 55.00	AL
GULF	Gulf Shores	Baldwin	Alabama	\$ 250.00	\$ 61.00	AL
MONA	Montgomery	Montgomery	Alabama	\$ 130.00	\$ 55.00	AL
RUSS	Russellville	Franklin	Alabama	\$ 130.00	\$ 55.00	AL
ALASKA						
ANCH	Anchorage	Anchorage	Alaska	\$ 315.00	\$ 71.00	AK
ARIZONA						
FLAG	Flagstaff	Coconino (Except The City Limits Of Sedona), Yavapai	Arizona	\$ 250.00	\$ 61.00	AZ
GRCN	Grand Canyon	Coconino (Except The City Limits Of Sedona), Yavapai	Arizona	\$ 250.00	\$ 61.00	AZ
MESA	Mesa	Maricopa	Arizona	\$ 250.00	\$ 55.00	AZ
PHOE	Phoenix	Maricopa	Arizona	\$ 250.00	\$ 55.00	AZ
SCOT	Scottsdale	Maricopa	Arizona	\$ 250.00	\$ 55.00	AZ
TUCS	Tucson	Pima	Arizona	\$ 150.00	\$ 61.00	AZ
ARKANSAS						
FAYT	Fayetteville	Washington	Arkansas	\$ 130.00	\$ 55.00	AR
LITL	Little Rock	Pulaski	Arkansas	\$ 130.00	\$ 55.00	AR
CALIFORNIA						
ANAH	Anaheim	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 61.00	CA
BRDC	Bridgeport	Mono	California	\$ 185.00	\$ 71.00	CA
CNTC	Contra Costa County	Contra Costa	California	\$ 250.00	\$ 61.00	CA
DVAL	Death Valley	Inyo	California	\$ 150.00	\$ 61.00	CA
DESP	Desert Springs	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 61.00	CA
GUAL	Gualala/Point Arena	Mendocino	California	\$ 185.00	\$ 71.00	CA
LNBH	Long Beach	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 61.00	CA
LA	Los Angeles	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 61.00	CA
MAMO	Mammoth Lakes	Mono	California	\$ 185.00	\$ 71.00	CA
MARC	Marin County	Marin	California	\$ 250.00	\$ 71.00	CA
MDR	Marina Del Ray	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 61.00	CA
MNTC	Monterey	Monterey	California	\$ 315.00	\$ 71.00	CA
NAPA	Napa	Napa	California	\$ 315.00	\$ 61.00	CA
NWPB	Newport Beach	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 61.00	CA
OAKL	Oakland	Alameda	California	\$ 250.00	\$ 61.00	CA
ORNG	Orange County	Los Angeles, Orange And Ventura	California	\$ 250.00	\$ 61.00	CA
PALD	Palm Desert	Riverside	California	\$ 185.00	\$ 61.00	CA
PALM	Palm Springs	Riverside	California	\$ 185.00	\$ 61.00	CA
PALO	Palo Alto	Santa Clara	California	\$ 315.00	\$ 61.00	CA
REDC	Redwood City	San Mateo	California	\$ 315.00	\$ 61.00	CA
SACR	Sacramento	Sacramento	California	\$ 185.00	\$ 61.00	CA
SNDG	San Diego	San Diego	California	\$ 250.00	\$ 71.00	CA
SNFR	San Francisco	San Francisco	California	\$ 420.00	\$ 71.00	CA
SNJS	San Jose	Santa Clara	California	\$ 315.00	\$ 61.00	CA
SMTC	San Mateo	San Mateo	California	\$ 315.00	\$ 61.00	CA
SNBA	Santa Barbara	Santa Barbara	California	\$ 315.00	\$ 71.00	CA
SCRC	Santa Cruz	Santa Cruz	California	\$ 250.00	\$ 61.00	CA
SRZC	Santa Rosa	Sonoma	California	\$ 250.00	\$ 71.00	CA
SNMA	Sonoma	Sonoma	California	\$ 250.00	\$ 71.00	CA
SUNC	Sunnyvale	Santa Clara	California	\$ 315.00	\$ 61.00	CA
TAHC	Tahoe City	Placer	California	\$ 150.00	\$ 61.00	CA
YOSE	Yosemite	Mariposa	California	\$ 185.00	\$ 71.00	CA

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.

Administrative Procedure 5.11 - Appendix B

Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2019

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
COLORADO						
ASPN	Aspen	Pitkin	Colorado	\$ 420.00	\$ 71.00	CO
BOUL	Boulder	Boulder	Colorado	\$ 250.00	\$ 61.00	CO
COSP	Colorado Springs	El Paso	Colorado	\$ 185.00	\$ 61.00	CO
DENV	Denver	Denver, Adams, Arapahoe, Jefferson And Douglas Counties	Colorado	\$ 250.00	\$ 71.00	CO
GRJC	Grand Junction	Mesa	Colorado	\$ 130.00	\$ 55.00	CO
KYST	Keystone	Summit	Colorado	\$ 315.00	\$ 71.00	CO
TELL	Telluride	San Miguel	Colorado	\$ 500.00	\$ 71.00	CO
VAIL	Vail	Eagle	Colorado	\$ 500.00	\$ 71.00	CO
CONNECTICUT						
HRTC	Hartford	Hartford	Connecticut	\$ 185.00	\$ 61.00	CT
MYST	Mystic	New London	Connecticut	\$ 150.00	\$ 71.00	CT
SALI	Salisbury	Litchfield	Connecticut	\$ 130.00	\$ 55.00	CT
DELAWARE						
LWSD	Lewes	Sussex	Delaware	\$ 250.00	\$ 61.00	DE
WILM	Wilmington	New Castle	Delaware	\$ 185.00	\$ 55.00	DE
DISTRICT OF COLUMBIA						
DC	Washington Dc	Washington Dc (Also The Cities Of Alexandria, Falls Church And Fairfax, And The Counties Of Arlington, Fairfax, And Loudoun In Virginia; And The Counties Of Montgomery And Prince George'S In Maryland) (See Also Maryland And Virginia)	District of Columbia	\$ 350.00	\$ 71.00	DC
FLORIDA						
CLWT	Clearwater	Pinellas And Hillsborough	Florida	\$ 250.00	\$ 61.00	FL
DLBF	Delray Beach	Palm Beach	Florida	\$ 315.00	\$ 61.00	FL
FTLD	Fort Lauderdale	Broward	Florida	\$ 315.00	\$ 61.00	FL
FTMY	Fort Myers	Lee	Florida	\$ 315.00	\$ 61.00	FL
GAIN	Gainesville	Alachua	Florida	\$ 150.00	\$ 61.00	FL
GLFB	Gulf Breeze	Santa Rosa	Florida	\$ 185.00	\$ 71.00	FL
HOLL	Hollywood	Broward	Florida	\$ 315.00	\$ 61.00	FL
JKVL	Jacksonville	Duval	Florida	\$ 130.00	\$ 55.00	FL
KYWT	Key West	Monroe	Florida	\$ 420.00	\$ 61.00	FL
LBV	Lake Buena Vista	Orange	Florida	\$ 250.00	\$ 61.00	FL
MELB	Melbourne	Brevard	Florida	\$ 250.00	\$ 71.00	FL
MIAM	Miami	Dade	Florida	\$ 250.00	\$ 61.00	FL
NAPL	Naples	Collier	Florida	\$ 250.00	\$ 61.00	FL
ORLN	Orlando	Orange	Florida	\$ 250.00	\$ 61.00	FL
PALF	Palm Beach	Palm Beach	Florida	\$ 315.00	\$ 61.00	FL
PENS	Pensacola	Escambia	Florida	\$ 250.00	\$ 61.00	FL
SARA	Sarasota	Sarasota	Florida	\$ 250.00	\$ 61.00	FL
TALL	Tallahassee	Leon	Florida	\$ 185.00	\$ 61.00	FL
TAMP	Tampa	Pinellas And Hillsborough	Florida	\$ 250.00	\$ 61.00	FL

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.

Administrative Procedure 5.11 - Appendix B

Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2019

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
GEORGIA						
ATLA	Atlanta	Fulton	Georgia	\$ 250.00	\$ 61.00	GA
CLBS	Columbus	Muscogee	Georgia	\$ 130.00	\$ 55.00	GA
SAVA	Savannah	Chatham	Georgia	\$ 185.00	\$ 61.00	GA
HAWAII						
HONO	Honolulu	Honolulu	Hawaii	\$ 250.00	\$ 71.00	HI
IDAHO						
BOIS	Boise	Ada	Idaho	\$ 130.00	\$ 55.00	ID
KETI	Ketchum	Blaine (Except Sun Valley)	Idaho	\$ 250.00	\$ 61.00	ID
SUNI	Sun Valley	City Limits Of Sun Valley (See Blaine County)	Idaho	\$ 250.00	\$ 61.00	ID
ILLINOIS						
BLOO	Bloomington	Mclean	Illinois	\$ 130.00	\$ 55.00	IL
CANT	Canton	Fulton	Illinois	\$ 150.00	\$ 55.00	IL
CARL	Carlyle	Clinton	Illinois	\$ 185.00	\$ 61.00	IL
CARO	Carol Stream	Du Page	Illinois	\$ 150.00	\$ 61.00	IL
CHAM	Champaign	Champaign	Illinois	\$ 130.00	\$ 55.00	IL
CHIC	Chicago	Cook And Lake	Illinois	\$ 315.00	\$ 71.00	IL
CLIN	Clinton	Dekalb	Illinois	\$ 130.00	\$ 55.00	IL
DANV	Danville	Vermillion	Illinois	\$ 130.00	\$ 55.00	IL
DEKA	Dekalb	Dekalb	Illinois	\$ 130.00	\$ 55.00	IL
DSPL	Des Plaines	Cook And Lake	Illinois	\$ 315.00	\$ 71.00	IL
IL	Illinois, State Of		Illinois	\$ 130.00	\$ 55.00	IL
ILLN	Illinois Extraditions		Illinois	\$ 130.00	\$ 55.00	IL
ITAS	Itasca	Du Page	Illinois	\$ 150.00	\$ 61.00	IL
LAKI	Lake County	Cook And Lake	Illinois	\$ 315.00	\$ 71.00	IL
LKZU	Lake Zurich	Cook And Lake	Illinois	\$ 315.00	\$ 71.00	IL
LISL	Lisle	Du Page	Illinois	\$ 150.00	\$ 61.00	IL
NAPE	Naperville	Du Page	Illinois	\$ 150.00	\$ 61.00	IL
OAKB	Oakbrook	Du Page	Illinois	\$ 150.00	\$ 61.00	IL
PEKN	Pekin	Peoria	Illinois	\$ 130.00	\$ 55.00	IL
PEOR	Peoria	Peoria	Illinois	\$ 130.00	\$ 55.00	IL
ROCK	Rockford	Winnebago	Illinois	\$ 130.00	\$ 55.00	IL
ROSE	Rosemont	Cook And Lake	Illinois	\$ 315.00	\$ 71.00	IL
SCHM	Schaumburg	Cook And Lake	Illinois	\$ 315.00	\$ 71.00	IL
SPRG	Springfield	Sangamon	Illinois	\$ 130.00	\$ 55.00	IL
STCH	St Charles	Dupage	Illinois	\$ 150.00	\$ 61.00	IL
TAYL	Taylorville	Christian	Illinois	\$ 130.00	\$ 55.00	IL
URBA	Urbana	Champaign	Illinois	\$ 130.00	\$ 55.00	IL
VAND	Vandalia	Fayette	Illinois	\$ 130.00	\$ 55.00	IL
VIEN	Vienna	Johnson	Illinois	\$ 130.00	\$ 55.00	IL
WAKG	Waukegan	Cook And Lake	Illinois	\$ 315.00	\$ 71.00	IL
INDIANA						
CRWN	Crown Point	Lake	Indiana	\$ 130.00	\$ 61.00	IN
ELHA	Elkhart	Elkhart	Indiana	\$ 130.00	\$ 55.00	IN
FTWY	Fort Wayne	Allen	Indiana	\$ 150.00	\$ 55.00	IN
GARY	Gary	Lake	Indiana	\$ 130.00	\$ 61.00	IN
INDN	Indianapolis	Marion	Indiana	\$ 185.00	\$ 55.00	IN
MISH	Mishawaka	St. Joseph	Indiana	\$ 130.00	\$ 61.00	IN
SOBN	South Bend	St. Joseph	Indiana	\$ 130.00	\$ 61.00	IN

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Administrative Procedure 5.11 - Appendix B
Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2019

Destination Code	City	County	State	Hotel Rate per Night (1)	Per Diem Rate per Day (2)	State Code
INDIANA	continued					
TERR	Terre Haute	Vigo	Indiana	\$ 130.00	\$ 55.00	IN
WEST	Westville	La Porte	Indiana	\$ 130.00	\$ 55.00	IN
IOWA				\$ 130.00	\$ 55.00	
DESM	Des Moines	Polk	Iowa	\$ 150.00	\$ 61.00	IA
FTDG	Fort Dodge	Webster	Iowa	\$ 130.00	\$ 55.00	IA
KANSAS						
WICH	Wichita	Sedgwick	Kansas	\$ 150.00	\$ 61.00	KS
KENTUCKY						
LEXI	Lexington	Fayette	Kentucky	\$ 150.00	\$ 55.00	KY
LOUI	Louisville	Jefferson	Kentucky	\$ 185.00	\$ 61.00	KY
LOUISIANA						
BNRG	Baton Rouge	East Baton Rouge Parish	Louisiana	\$ 130.00	\$ 61.00	LA
MONR	Monroe	Quachita Parish	Louisiana	\$ 130.00	\$ 55.00	LA
NWOR	New Orleans	Orleans, St. Bernard, Jefferson And Plaquemine Parishes	Louisiana	\$ 250.00	\$ 71.00	LA
SHRV	Shreveport	Caddo Parish And Bossier Parish	Louisiana	\$ 130.00	\$ 55.00	LA
MAINE						
BRHB	Bar Harbor	Hancock	Maine	\$ 130.00	\$ 55.00	ME
RCKM	Rockport	Knox	Maine	\$ 130.00	\$ 55.00	ME
WATE	Waterville	Kennebec	Maine	\$ 130.00	\$ 55.00	ME
MARYLAND						
ANNA	Annapolis	Anne Arundel	Maryland	\$ 185.00	\$ 61.00	MD
BALT	Baltimore	Baltimore	Maryland	\$ 150.00	\$ 61.00	MD
BETH	Bethesda	Montgomery	Maryland	\$ 350.00	\$ 71.00	MD
COLM	Columbia	Howard	Maryland	\$ 150.00	\$ 61.00	MD
EMMT	Emmitsburg	Frederick	Maryland	\$ 130.00	\$ 61.00	MD
OCEA	Ocean City	Worcester	Maryland	\$ 315.00	\$ 61.00	MD
STMC	St Michaels	Dorchester And Talbot	Maryland	\$ 250.00	\$ 61.00	MD
MASSACHUSETTS						
BSTN	Boston	Suffolk, City Of Cambridge	Massachusetts	\$ 350.00	\$ 71.00	MA
CMBR	Cambridge	Dorchester	Massachusetts	\$ 350.00	\$ 71.00	MA
EAST	Eastham	Barnstable	Massachusetts	\$ 250.00	\$ 71.00	MA
MART	Martha'S Vineyard	Dukes	Massachusetts	\$ 420.00	\$ 71.00	MA
NTCK	Nantucket	Nantucket	Massachusetts	\$ 420.00	\$ 71.00	MA
MICHIGAN						
ANAR	Ann Arbor	Washtenaw	Michigan	\$ 150.00	\$ 61.00	MI
CHEL	Chelsea	Washtenaw	Michigan	\$ 150.00	\$ 61.00	MI
DETR	Detroit	Wayne	Michigan	\$ 185.00	\$ 55.00	MI
ELAN	East Lansing	Ingham	Michigan	\$ 150.00	\$ 55.00	MI
FLNT	Flint	Genessee	Michigan	\$ 130.00	\$ 55.00	MI
GRND	Grand Rapids	Kent	Michigan	\$ 150.00	\$ 61.00	MI
KALA	Kalamazoo	Kalamazoo/Calhoun	Michigan	\$ 150.00	\$ 55.00	MI
LANS	Lansing	Ingham	Michigan	\$ 150.00	\$ 55.00	MI
LIVO	Livonia	Wayne	Michigan	\$ 185.00	\$ 55.00	MI
MACK	Mackinac Island	Mackinac	Michigan	\$ 150.00	\$ 55.00	MI
MASN	Mason	Ingham And Eaton	Michigan	\$ 150.00	\$ 55.00	MI
PELL	Pellston	Emmet	Michigan	\$ 250.00	\$ 55.00	MI
TRVM	Traverse City	Grand Traverse And Leelanau	Michigan	\$ 250.00	\$ 61.00	MI

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Administrative Procedure 5.11 - Appendix B

Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2019

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MINNESOTA						
DULU	Duluth	St. Louis	Minnesota	\$ 250.00	\$ 71.00	MN
MINN	Minneapolis/St. Paul	Hennepin And Ramsey	Minnesota	\$ 250.00	\$ 71.00	MN
RCHS	Rochester	Olmsted	Minnesota	\$ 185.00	\$ 61.00	MN
STPA	St Paul	Hennepin And Ramsey	Minnesota	\$ 250.00	\$ 71.00	MN
MISSISSIPPI						
BILO	Biloxi	Harrison	Mississippi	\$ 130.00	\$ 55.00	MS
MISS	Biloxi	Harrison	Mississippi	\$ 130.00	\$ 55.00	MS
GUPF	Gulfport	Harrison	Mississippi	\$ 130.00	\$ 55.00	MS
JKSN	Jackson	Teton	Mississippi	\$ 130.00	\$ 55.00	MS
TUPE	Tupelo	Lee	Mississippi	\$ 130.00	\$ 55.00	MS
MISSOURI						
CPGI	Cape Girardeau	Cape Girardeau	Missouri	\$ 130.00	\$ 55.00	MO
FAYE	Fayette	Howard	Missouri	\$ 130.00	\$ 55.00	MO
KSCY	Kansas City	Clay	Missouri	\$ 185.00	\$ 61.00	MO
NWMA	New Madrid	New Madrid	Missouri	\$ 130.00	\$ 55.00	MO
STLO	St. Louis	St. Louis, St. Louis City And St. Charles	Missouri	\$ 185.00	\$ 61.00	MO
NEBRASKA						
OMAH	Omaha	Douglas	Nebraska	\$ 150.00	\$ 61.00	NE
LINC	Lincoln	Lancaster	Nebraska	\$ 130.00	\$ 55.00	NE
NEVADA						
INCL	Incline Village	Washoe	Nevada	\$ 185.00	\$ 61.00	NV
TAHO	Lake Tahoe	Douglas	Nevada	\$ 130.00	\$ 55.00	NV
LSVG	Las Vegas	Clark	Nevada	\$ 185.00	\$ 61.00	NV
RENO	Reno	Washoe	Nevada	\$ 185.00	\$ 61.00	NV
STAT	Stateline	Douglas, Carson City	Nevada	\$ 130.00	\$ 55.00	NV
NEW HAMPSHIRE						
CONC	Concord	Merrimack	New Hampshire	\$ 150.00	\$ 61.00	NH
HANO	Hanover	Grafton / Sullivan	New Hampshire	\$ 185.00	\$ 71.00	NH
NEW JERSEY						
ATCY	Atlantic City	Atlantic	New Jersey	\$ 130.00	\$ 61.00	NJ
CPMN	Cape May	Atlantic And Cape May	New Jersey	\$ 130.00	\$ 61.00	NJ
JERS	Jersey City	Hudson	New Jersey	\$ 130.00	\$ 55.00	NJ
MORN	Morristown	Morris	New Jersey	\$ 250.00	\$ 61.00	NJ
NWKN	Newark	Essex, Bergen, Hudson And Passaic	New Jersey	\$ 185.00	\$ 61.00	NJ
PARS	Parsippany	Morris	New Jersey	\$ 250.00	\$ 61.00	NJ
PRNN	Princeton	Mercer	New Jersey	\$ 185.00	\$ 61.00	NJ
NEW MEXICO						
ALBQ	Albuquerque	Bernalillo	New Mexico	\$ 130.00	\$ 55.00	NM
SNFE	Santa Fe	Santa Fe	New Mexico	\$ 185.00	\$ 61.00	NM

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Administrative Procedure 5.11 - Appendix B

Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2019

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NEW YORK						
ALBY	Albany	Dougherty	New York	\$ 150.00	\$ 61.00	NY
BKLN	Brooklyn	The Boroughs Of Manhattan, Brooklyn, The Bronx, Richmond County	New York	\$ 420.00	\$ 71.00	NY
BUFF	Buffalo	Erie	New York	\$ 150.00	\$ 61.00	NY
MANH	Manhattan	The Boroughs Of Manhattan, Brooklyn, The Bronx, Richmond County	New York	\$ 420.00	\$ 71.00	NY
NYCY	New York	The Boroughs Of Manhattan, Brooklyn, The Bronx, Richmond County	New York	\$ 420.00	\$ 71.00	NY
NIAG	Niagara Falls	Niagara	New York	\$ 185.00	\$ 55.00	NY
QUEN	Queens	The Boroughs Of Manhattan, Brooklyn, The Bronx, Richmond County	New York	\$ 420.00	\$ 71.00	NY
ROCH	Rochester	Olmsted	New York	\$ 185.00	\$ 61.00	NY
STIN	Staten Island	Richmond	New York	\$ 420.00	\$ 71.00	NY
TRTN	Tarrytown	Westchester	New York	\$ 185.00	\$ 71.00	NY
BROX	The Bronx	The Boroughs Of Manhattan, Brooklyn, The Bronx, Richmond County	New York	\$ 420.00	\$ 71.00	NY
WHPL	White Plains	Westchester	New York	\$ 185.00	\$ 71.00	NY
NORTH CAROLINA						
ASHE	Asheville	Buncombe	North Carolina	\$ 185.00	\$ 55.00	NC
BOON	Boone	Watauga	North Carolina	\$ 150.00	\$ 55.00	NC
CHRL	Charlotte	Mecklenburg	North Carolina	\$ 185.00	\$ 55.00	NC
DURH	Durham	Strafford	North Carolina	\$ 150.00	\$ 61.00	NC
GRNS	Greensboro	Guilford	North Carolina	\$ 150.00	\$ 55.00	NC
KIDV	Kill Devil	Dare	North Carolina	\$ 250.00	\$ 61.00	NC
NORTH DAKOTA						
BISM	Bismark	Burleigh	North Dakota	\$ 130.00	\$ 55.00	ND
OHIO						
CINC	Cincinnati	Hamilton And Clermont	Ohio	\$ 185.00	\$ 71.00	OH
CLEV	Cleveland	Cuyahoga	Ohio	\$ 185.00	\$ 61.00	OH
CLMB	Columbus	Franklin	Ohio	\$ 185.00	\$ 61.00	OH
DAYT	Dayton	Greene, Darke And Montgomery	Ohio	\$ 150.00	\$ 55.00	OH
DUBL	Dublin	Laurens	Ohio	\$ 130.00	\$ 55.00	OH
LIMA	Lima	Allen	Ohio	\$ 130.00	\$ 55.00	OH
LUCA	Lucasville	Scioto	Ohio	\$ 130.00	\$ 55.00	OH
POWL	Powell	Delaware	Ohio	\$ 130.00	\$ 55.00	OH
TOLE	Toledo	Lucas	Ohio	\$ 130.00	\$ 55.00	OH
OKLAHOMA						
OKLA	Oklahoma City	Oklahoma	Oklahoma	\$ 130.00	\$ 61.00	OK
TULS	Tulsa	Tulsa, Creek, Osage, And Rogers	Oklahoma	\$ 130.00	\$ 55.00	OK
OREGON						
ASHO	Ashland	Jackson	Oregon	\$ 130.00	\$ 55.00	OR
PORT	Portland	Cumberland	Oregon	\$ 250.00	\$ 61.00	OR

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Administrative Procedure 5.11 - Appendix B

Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2019

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PENNSYLVANIA						
FTWP	Ft Washington	Bucks	Pennsylvania	\$ 130.00	\$ 55.00	PA
HRBP	Harrisburg	Dauphin	Pennsylvania	\$ 130.00	\$ 55.00	PA
HRSP	Hershey	City Of Hershey	Pennsylvania	\$ 130.00	\$ 55.00	PA
MUNC	Muncy	Lycoming	Pennsylvania	\$ 130.00	\$ 55.00	PA
PHIL	Philadelphia	Philadelphia	Pennsylvania	\$ 250.00	\$ 61.00	PA
PITT	Pittsburgh	Allegheny	Pennsylvania	\$ 185.00	\$ 55.00	PA
WRMP	Warminster	Bucks	Pennsylvania	\$ 130.00	\$ 55.00	PA
WYNP	Wayne	Delaware	Pennsylvania	\$ 150.00	\$ 55.00	PA
RHODE ISLAND						
BLKR	Block Island	Kent And Washington	Rhode Island	\$ 150.00	\$ 61.00	RI
NWPT	Newport	Newport	Rhode Island	\$ 315.00	\$ 61.00	RI
PRVR	Providence	Providence	Rhode Island	\$ 250.00	\$ 61.00	RI
SOUTH CAROLINA						
CHAR	Charleston	Kanawha	South Carolina	\$ 315.00	\$ 71.00	SC
CLUM	Columbia	Lexington	South Carolina	\$ 150.00	\$ 61.00	SC
GRNV	Greenville	Pitt	South Carolina	\$ 130.00	\$ 55.00	SC
MYRS	Myrtle Beach	Horry	South Carolina	\$ 250.00	\$ 61.00	SC
SOUTH DAKOTA						
RAPD	Rapid City	Pennington	South Dakota	\$ 250.00	\$ 61.00	SD
SODK	Rapid City	Pennington	South Dakota	\$ 250.00	\$ 61.00	SD
STRG	Sturgis	Meade	South Dakota	\$ 185.00	\$ 61.00	SD
YANK	Yankton	Meade	South Dakota	\$ 185.00	\$ 61.00	SD
TENNESSEE						
CHAT	Chattanooga	Hamilton	Tennessee	\$ 150.00	\$ 61.00	TN
GATL	Gatlinburg	Sevier	Tennessee	\$ 130.00	\$ 55.00	TN
KNOX	Knoxville	Knox	Tennessee	\$ 130.00	\$ 55.00	TN
MEMP	Memphis	Shelby	Tennessee	\$ 185.00	\$ 61.00	TN
NASH	Nashville	Brown	Tennessee	\$ 250.00	\$ 61.00	TN
TENN	Tennessee	Willamson	Tennessee	\$ 150.00	\$ 61.00	TN
TEXAS						
ASTN	Austin	Travis	Texas	\$ 250.00	\$ 61.00	TX
BAST	Bastrop	Brazos	Texas	\$ 150.00	\$ 55.00	TX
DALL	Dallas	Dallas	Texas	\$ 250.00	\$ 61.00	TX
ELPA	El Paso	El Paso	Texas	\$ 130.00	\$ 61.00	TX
FTWR	Fort Worth	Tarrant County And City Limits Of Grapevine	Texas	\$ 250.00	\$ 61.00	TX
GLVT	Galveston	Galveston	Texas	\$ 185.00	\$ 61.00	TX
HSTN	Houston	Montgomery, Fort Bend And Harris	Texas	\$ 185.00	\$ 61.00	TX
SNAN	San Antonio	Bexar	Texas	\$ 185.00	\$ 61.00	TX
UTAH						
PKCY	Park City	Summit	Utah	\$ 350.00	\$ 71.00	UT
SLC	Salt Lake City	Salt Lake And Tooele	Utah	\$ 185.00	\$ 55.00	UT
VERMONT						
MANC	Manchester	Hillsborough	Vermont	\$ 185.00	\$ 71.00	VT

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Administrative Procedure 5.11 - Appendix B

Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2019

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VIRGINIA						
ALEX	Alexandria	Washington Dc (Also The Cities Of Alexandria, Falls Church And Fairfax, And The Counties Of Arlington, Fairfax, And Loudoun In Virginia; And The Counties Of Montgomery And Prince George'S In Maryland) (See Also Maryland And Virginia)	Virginia	\$ 350.00	\$ 71.00	VA
ARLV	Arlington	Arlington	Virginia	\$ 350.00	\$ 71.00	VA
CHRV	Charlottesville	Albermerle	Virginia	\$ 185.00	\$ 71.00	VA
DULL	Dulles	Loudoun	Virginia	\$ 350.00	\$ 71.00	VA
FRFV	Fairfax	Loudoun	Virginia	\$ 350.00	\$ 71.00	VA
FRNT	Front Royal	Warren	Virginia	\$ 130.00	\$ 55.00	VA
HAMP	Hampton	Hampton	Virginia	\$ 130.00	\$ 55.00	VA
NORF	Norfolk	Norfolk	Virginia	\$ 130.00	\$ 55.00	VA
RCHM	Richmond	City Of Richmond	Virginia	\$ 250.00	\$ 61.00	VA
ROAN	Roanoke	City Limits Of Roanoke	Virginia	\$ 150.00	\$ 61.00	VA
VRGB	Virginia Beach	Cities Of Virginia Beach, Norfolk, Portsmouth, Chesapeake, And Suffolk	Virginia	\$ 250.00	\$ 61.00	VA
WILL	Williamsburg	James City And York Counties, City Of Williamsburg	Virginia	\$ 150.00	\$ 61.00	VA
WNTR	Wintergreen	Nelson	Virginia	\$ 130.00	\$ 55.00	VA
WASHINGTON						
EVER	Everett	Snohomish	Washington	\$ 185.00	\$ 61.00	WA
FRID	Friday Harbor	Skagit, Island, San Juan	Washington	\$ 130.00	\$ 55.00	WA
SETL	Seattle	King	Washington	\$ 350.00	\$ 71.00	WA
TACO	Tacoma	Pierce	Washington	\$ 185.00	\$ 71.00	WA
WEST VIRGINIA						
SHEP	Sheperdstown	Jefferson	West Virginia	\$ 130.00	\$ 55.00	WV
WHLG	Wheeling	Ohio	West Virginia	\$ 130.00	\$ 55.00	WV
WISCONSIN						
ANTG	Antigo	Langlade	Wisconsin	\$ 130.00	\$ 55.00	WI
APPL	Appleton	Outagamie	Wisconsin	\$ 130.00	\$ 61.00	WI
ASHL	Ashland	Jackson	Wisconsin	\$ 130.00	\$ 55.00	WI
BARA	Baraboo	Sauk	Wisconsin	\$ 130.00	\$ 55.00	WI
BAYF	Bayfield	Bayfield	Wisconsin	\$ 130.00	\$ 55.00	WI
BEAV	Beaver Dam	Dodge	Wisconsin	\$ 130.00	\$ 55.00	WI
BLRV	Blackriver Falls	Jackson	Wisconsin	\$ 130.00	\$ 55.00	WI
BOSC	Boscobel	Grant	Wisconsin	\$ 130.00	\$ 55.00	WI
BRKF	Brookfield	Waukesha	Wisconsin	\$ 150.00	\$ 55.00	WI
CABL	Cable	Bayfield	Wisconsin	\$ 130.00	\$ 55.00	WI
CMDG	Camp Douglas	Juneau	Wisconsin	\$ 130.00	\$ 55.00	WI
CHIL	Chilton	Calumet	Wisconsin	\$ 130.00	\$ 55.00	WI
CHIP	Chippewa Falls	Chippewa	Wisconsin	\$ 130.00	\$ 55.00	WI
CRAN	Crandon	Forest	Wisconsin	\$ 130.00	\$ 55.00	WI
DELA	Delafield	Waukesha	Wisconsin	\$ 130.00	\$ 55.00	WI
DELV	Delavan	Walworth	Wisconsin	\$ 130.00	\$ 55.00	WI
EGLR	Eagle River	Vilas	Wisconsin	\$ 130.00	\$ 55.00	WI
EACL	Eau Claire	Eau Claire	Wisconsin	\$ 130.00	\$ 55.00	WI
EGGH	Egg Harbor	Door	Wisconsin	\$ 130.00	\$ 61.00	WI

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Administrative Procedure 5.11 - Appendix B

Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2019

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WISCONSIN	continued					
ELKL	Elkhart Lake	Sheboygan	Wisconsin	\$ 150.00	\$ 55.00	WI
ELKH	Elkhorn	Walworth	Wisconsin	\$ 130.00	\$ 55.00	WI
FENN	Fennimore	Grant	Wisconsin	\$ 130.00	\$ 55.00	WI
FDL	Fond Du Lac	Fond Du Lac	Wisconsin	\$ 130.00	\$ 55.00	WI
FONT	Fontana	Walworth	Wisconsin	\$ 130.00	\$ 55.00	WI
FTMC	Fort Mccoy	Monroe	Wisconsin	\$ 130.00	\$ 55.00	WI
FRIE	Friendship	Fond Du Lac	Wisconsin	\$ 130.00	\$ 55.00	WI
GTWN	Germantown	Washington	Wisconsin	\$ 130.00	\$ 55.00	WI
GRNB	Green Bay	Brown	Wisconsin	\$ 130.00	\$ 55.00	WI
GRLK	Green Lake	Green Lake	Wisconsin	\$ 130.00	\$ 55.00	WI
HRTL	Hartland	Waukesha	Wisconsin	\$ 130.00	\$ 55.00	WI
HDSN	Hudson	St. Croix	Wisconsin	\$ 130.00	\$ 55.00	WI
HRLY	Hurley	Iron	Wisconsin	\$ 130.00	\$ 55.00	WI
IRMA	Irma	Lincoln	Wisconsin	\$ 130.00	\$ 55.00	WI
JANE	Janesville	Rock	Wisconsin	\$ 130.00	\$ 55.00	WI
KAUK	Kaukauna	Outagamie	Wisconsin	\$ 130.00	\$ 55.00	WI
KENO	Kenosha	Kenosha	Wisconsin	\$ 130.00	\$ 55.00	WI
KESH	Keshina	Menomonie	Wisconsin	\$ 130.00	\$ 55.00	WI
KOHL	Kohler	Sheboygan	Wisconsin	\$ 150.00	\$ 55.00	WI
LACR	La Crosse	La Crosse	Wisconsin	\$ 130.00	\$ 55.00	WI
LDF	Lac Du Flambeau	Vilas	Wisconsin	\$ 130.00	\$ 55.00	WI
LKGN	Lake Geneva	Walworth	Wisconsin	\$ 130.00	\$ 55.00	WI
MDSN	Madison	Dane	Wisconsin	\$ 185.00	\$ 61.00	WI
MANT	Manitowoc	Manitowoc	Wisconsin	\$ 130.00	\$ 55.00	WI
MARN	Marinette	Marinette	Wisconsin	\$ 130.00	\$ 55.00	WI
MRSH	Marshfield	Marathon	Wisconsin	\$ 130.00	\$ 55.00	WI
MAUS	Mauston	Juneau	Wisconsin	\$ 130.00	\$ 55.00	WI
MEDF	Medford	Taylor	Wisconsin	\$ 130.00	\$ 55.00	WI
MENA	Menasha	Winnebago/Calumet	Wisconsin	\$ 130.00	\$ 55.00	WI
MEFL	Menomonee Falls	Waukesha	Wisconsin	\$ 130.00	\$ 55.00	WI
MENO	Menomonie	Menomonie	Wisconsin	\$ 130.00	\$ 55.00	WI
MERR	Merrimac	Sauk	Wisconsin	\$ 130.00	\$ 55.00	WI
MIDL	Middleton	Dane	Wisconsin	\$ 185.00	\$ 61.00	WI
MILW	Milwaukee	Milwaukee	Wisconsin	\$ 150.00	\$ 61.00	WI
MINO	Minocqua	Oneida	Wisconsin	\$ 130.00	\$ 55.00	WI
MOSI	Mosinee	Marathon	Wisconsin	\$ 130.00	\$ 55.00	WI
NEEN	Neenah	Winnebago	Wisconsin	\$ 130.00	\$ 55.00	WI
NEIL	Neillsville	Clark	Wisconsin	\$ 130.00	\$ 55.00	WI
NWGL	New Glarus	Green	Wisconsin	\$ 130.00	\$ 55.00	WI
NHOL	New Holstein	Calumet	Wisconsin	\$ 130.00	\$ 55.00	WI
NLIS	New Lisbon	Juneau	Wisconsin	\$ 130.00	\$ 55.00	WI
OCON	Oconomowoc	Waukesha	Wisconsin	\$ 130.00	\$ 55.00	WI
OSHK	Oshkosh	Winnebago	Wisconsin	\$ 130.00	\$ 55.00	WI
OUTA	Outagamie County	Outagamie	Wisconsin	\$ 130.00	\$ 55.00	WI
PEWK	Pewaukee	Waukesha	Wisconsin	\$ 150.00	\$ 55.00	WI
PLAT	Platteville	Grant	Wisconsin	\$ 130.00	\$ 55.00	WI
PLOV	Plover	Portage/Marathon	Wisconsin	\$ 130.00	\$ 55.00	WI
PRTG	Portage	Columbia	Wisconsin	\$ 130.00	\$ 55.00	WI
PDCH	Prarie Du Chien	Crawford	Wisconsin	\$ 130.00	\$ 55.00	WI
RACN	Racine	Racine	Wisconsin	\$ 130.00	\$ 55.00	WI
REDG	Redgranite	Waushara	Wisconsin	\$ 130.00	\$ 55.00	WI
REED	Reedsburg	Sauk	Wisconsin	\$ 130.00	\$ 55.00	WI

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Administrative Procedure 5.11 - Appendix B
Travel Preparation Guidelines and Expense Reporting

Effective January 1, 2019

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WISCONSIN	continued					
RHIN	Rhineland	Oneida	Wisconsin	\$ 130.00	\$ 55.00	WI
RICH	Richland Center	Richland	Wisconsin	\$ 130.00	\$ 55.00	WI
RUSH	Rush Creek	St. Croix	Wisconsin	\$ 130.00	\$ 55.00	WI
SHAW	Shawano	Shawano	Wisconsin	\$ 130.00	\$ 55.00	WI
SHEB	Sheboygan	Sheboygan	Wisconsin	\$ 150.00	\$ 55.00	WI
SIST	Sister Bay	Door	Wisconsin	\$ 130.00	\$ 61.00	WI
SPAR	Sparta	Monroe	Wisconsin	\$ 130.00	\$ 55.00	WI
SPGR	Spring Green Wi	Sauk	Wisconsin	\$ 130.00	\$ 55.00	WI
STAN	Stanley	Chippewa	Wisconsin	\$ 130.00	\$ 55.00	WI
STPT	Stevens Point	Portage/Marathon	Wisconsin	\$ 130.00	\$ 55.00	WI
STOU	Stout	Dunn	Wisconsin	\$ 130.00	\$ 55.00	WI
STUR	Sturgeon Bay	Door	Wisconsin	\$ 130.00	\$ 61.00	WI
SUPR	Superior	Douglas	Wisconsin	\$ 130.00	\$ 55.00	WI
TOMH	Tomah	Monroe	Wisconsin	\$ 130.00	\$ 55.00	WI
UNIN	Union Grove	Racine	Wisconsin	\$ 130.00	\$ 55.00	WI
WABE	Wabeno	Forest	Wisconsin	\$ 130.00	\$ 55.00	WI
WALE	Wales	Waukesha	Wisconsin	\$ 150.00	\$ 55.00	WI
WATR	Watertown	Dodge	Wisconsin	\$ 130.00	\$ 55.00	WI
WAUK	Waukesha	Waukesha	Wisconsin	\$ 130.00	\$ 55.00	WI
WAUP	Waupaca	Waupaca	Wisconsin	\$ 130.00	\$ 55.00	WI
WAPN	Waupun	Dodge/Fond Du Lac	Wisconsin	\$ 130.00	\$ 55.00	WI
WAUS	Wausau	Marathon	Wisconsin	\$ 130.00	\$ 55.00	WI
WAUT	Wautoma	Washara	Wisconsin	\$ 130.00	\$ 55.00	WI
WBND	West Bend	Washington	Wisconsin	\$ 130.00	\$ 55.00	WI
WHIT	Whitewater	Walworth	Wisconsin	\$ 130.00	\$ 55.00	WI
WIND	Windsor	Dane	Wisconsin	\$ 185.00	\$ 61.00	WI
WINN	Winnebago	Winnebago	Wisconsin	\$ 130.00	\$ 55.00	WI
WDEL	Wisconsin Dells	Columbia	Wisconsin	\$ 150.00	\$ 61.00	WI
WRPD	Wisconsin Rapids	Wood	Wisconsin	\$ 130.00	\$ 55.00	WI
WYOMING						
JACK	Jackson	Teton	Wyoming	\$ 315.00	\$ 71.00	WY
OUT OF COUNTRY						
ALGA	Algarrobo	CHILE	Country	\$ 250.00	\$ 71.00	
AMST	Amsterdam	NETHERLANDS	Country	\$ 315.00	\$ 71.00	
BELG	Belgium	BELGIUM	Country	\$ 130.00	\$ 71.00	
BERM	Bermuda	BERMUDA	Country	\$ 500.00	\$ 71.00	
BRAZ	Brazil	BRAZIL	Country	\$ 250.00	\$ 71.00	
CALG	Calgary	CANADA	Country	\$ 315.00	\$ 71.00	
COST	Costa Rica	COSTA RICA	Country	\$ 250.00	\$ 71.00	
GERM	Germany	GERMANY	Country	\$ 315.00	\$ 71.00	
LASA	La Serna	CHILE	Country	\$ 250.00	\$ 71.00	
MONT	Montreal	CANADA	Country	\$ 250.00	\$ 71.00	
MORE	Morelos	MEXICO	Country	\$ 150.00	\$ 71.00	
NAIR	Nairobi	KENYA	Country	\$ 420.00	\$ 71.00	
PERT	Perth	AUSTRALIA	Country	\$ 315.00	\$ 71.00	
POLD	Poland	POLAND	Country	\$ 185.00	\$ 71.00	
SNJN	San Juan	PUERTO RICO	Country	\$ 315.00	\$ 71.00	
SANT	Santiago	CHILE	Country	\$ 315.00	\$ 71.00	
TRNT	Toronto	CANADA	Country	\$ 315.00	\$ 71.00	
VANC	Vancouver	CANADA	Country	\$ 250.00	\$ 71.00	
VNNA	Vienna	AUSTRIA	Country	\$ 315.00	\$ 71.00	

(1) Hotel Rate - The limit is the room rate only, and does not include taxes.

(2) Per Diem Rate - The daily limit is for meals, tips and incidental expenses.