

## **Travel Rates**

### **INTRODUCTION**

This section is comprised of rate schedules. Review other sections of the travel chapters for definitions of the rate structure and appropriate applications. Examples or other discussions may include former rates. Use the rates in this section when preparing the Travel Expense Voucher.

### **VEHICLE RATES**

#### **Motor Vehicles**

Effective January 1, 2017, WSU reimburses a traveler at the rate of \$.535 per official travel mile when a privately-owned motor vehicle is used. (This rate does not apply to motorcycles. See below for the motorcycle rate.) See 95.11 for criteria for using a privately owned motor vehicle.

#### **Motor Pool Vehicles**

Refer to the Motor Pool Rates website for the rate schedule, at:

[http://facilitieservices.wsu.edu/MotorPool\\_Rates.aspx](http://facilitieservices.wsu.edu/MotorPool_Rates.aspx)

#### **Private Aircraft**

Effective January 1, 2017, the private aircraft reimbursement rate is \$1.15 per nautical air mile. See also 95.30.

#### **Motorcycles**

Effective January 1, 2017, WSU reimburses a traveler at the rate of \$0.505 per official travel mile when a privately-owned motorcycle is used.

### **LODGING RATES**

#### **Continental USA (Not High Cost)**

Maximum Lodging Amount      \$91 per night plus tax

#### **High Cost Continental USA**

Refer to the federal Domestic Per Diem website:

<http://www.gsa.gov/portal/content/104877>

Taxes on lodging expenses may be added to these rates.

#### **Noncontinental USA and Foreign**

Refer to the following U.S. Department of State website:

[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

NOTE: A "connection is untrusted" message may appear when going to this website. This message is caused by an expired website security certificate. The message content will differ depending on the browser being used. If this message appears, the user should click on "add exception" or "continue to this website (not recommended)" on the certificate error blocking window to go to the website.

**Travel Rates**

**MEAL RATES**

The rates listed on the following table are the maximum reimbursement allowed for specified meals. Refer to the federal Domestic Per Diem website to determine which daily meal rate to apply.

**Continental USA**

	<b>High Cost Areas</b>					<b>All Other Areas</b>
<b>Breakfast</b>	14.00	15.00	16.00	17.00	19.00	13.00
<b>Lunch</b>	16.00	18.00	19.00	21.00	22.00	15.00
<b>Dinner</b>	24.00	26.00	29.00	31.00	33.00	23.00
<b>TOTAL (daily meal rate)</b>	<b>\$54.00</b>	<b>\$59.00</b>	<b>\$64.00</b>	<b>\$69.00</b>	<b>\$74.00</b>	<b>\$51.00</b>

**Noncontinental USA and Foreign Locations**

Daily Meal Rate

Refer to the web site at the address shown on 95.19.1 for the applicable daily meal rate for the location.

Breakfast

25 percent of the daily meal rate

Lunch

30 percent of the daily meal rate

Dinner

45 percent of the daily meal rate