

Travel quick tips

- Mileage reimbursement is capped at \$.54/mile
- Food reimbursement per person is based on per diem of \$7/quarter or \$28/day (in Illinois) and \$8/quarter or \$32/day (out of state) for overnight travel. For non-overnight travel that includes a departure two hours before normal work-day start time or two hours after normal work-day end time, a meal allowance of \$22.50/day for travel of 10-18 hours (in state) is allowable. Keep documentation of start and end times on file.
- Illinois lodging rates are capped based on county - \$80 +tax/night (DuPage, Kane, Lake, McHenry, Will); \$70+tax/night (Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, Winnebago,); \$130+tax /night (Cook County); \$60+tax /night (all other Illinois counties). Obtain current tax information direct from hotel in area.
- Out of state lodging rates are based on the federal guidelines available at: http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts
- In general grant funds cannot include food for meetings.
- An out of state travel request letter signed and on letterhead must be submitted and approved before travel arrangements are made. The items in the letter must match the travel activity in the budget. An example letter can be provided.
- Planning grantees are required to include travel costs for the ARI All Sites Summit. Use cost estimates below for budget planning.

Summit:

Lodging: \$78.40 /room x 2 nights x #of participants

Per Diem: Estimated \$28 per participant x 2 days x # of participants

Mileage: .54 per mile x #of miles round trip