

## State Travel Regulations Maximum Grant Reimbursement Amounts

The maximum reimbursement amounts under DCR grants for travel related expenditures are based on the Commonwealth of Virginia's Policy & Procedures for State Travel Regulations. This policy is CAPP Topic No. 20335. The state travel policy effective October 1, 2007, is available on the web, [http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/20335.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335.pdf)

Organizations with established travel expenditure rates are encouraged to use their own rates for grant reimbursement requests, but only to the extent that these rates do not exceed the state rates. All travel expenses must be reasonable, necessary, and directly related to the grant project. Costs associated with employee training and other travel, and specifically expenses for transportation, lodging, and meals, should be listed under the Travel budget category on the Attachment B. (*Registration fees for training courses, workshops and conferences should be listed under Other Direct budget category.*)

### Maximum Reimbursement Rates

1) **Mileage Rate** = Current IRS Standard Mileage Rate, 2007 Business = \$0.485 per mile

2) **Meal & Incidental Expense Per Diem / Business Meal**

Individual meal maximum rates for approved business meal expense reimbursements are based on the Meal & Incidental Expense Per Diem rates. These rates are provided in the chart below.

<b>TOTAL</b>	<b>\$39</b>	<b>\$44</b>	<b>\$49</b>	<b>\$54</b>	<b>\$64</b>
Breakfast	\$7	\$8	\$9	\$10	\$12
Lunch	11	12	13	15	18
Dinner	18	21	24	26	31
Incidentals	3	3	3	3	3
75% Travel Day	\$30	\$34	\$38	\$42	\$49

The \$39 total column is the standard rate. Areas of the state that use rates other than the standard are based on the others columns and these exceptions are provided in the list below.

- **\$44** = Cities of Charlottesville, Lynchburg, Roanoke, Warrenton, and Woodbridge; and the counties of Campbell, Fauquier, and Prince William County.
- **\$49** = Cities of Chesapeake, Fredericksburg, Norfolk, Portsmouth, Suffolk, and Virginia Beach; and the counties of Spotsylvania, Stafford; Wallop Island in Accomack County
- **\$54** = City of Hampton, Newport News, Poquoson, Richmond, and Williamsburg; and the counties of Chesterfield, James City, Goodland, Henrico, and York.
- **\$64** = Cities of Alexandria, Fairfax, Falls Church; Counties of Arlington, Fairfax, Loudoun.

**Business Meals** are associated with groups, not individuals. Therefore, DCR requests that business meal budget allocations be listed under the "Other Direct" budget category. The use of DCR grant funds for business meal reimbursements require the following:

- Advance approval from DCR.
- Evidence the meal involves substantive and bona fide discussions (i.e. copy of agenda).
- A copy of the itemized receipt must be provided.
- Listing by name of all persons involved in the meal and the reason for the meal.
- Reimbursement will be for actual expenses up to the Meal & Incidental Expense amount.