



## **Administrative Regulations**

### **Office of the Mayor**

#### **Title: TRAVEL POLICY**

**A.R. Number: 6.4 Effective Date: 7/1/2007 Page: 1 of 12**

**Supersedes: Travel Policy A.R.: 6.4 DATED: 2/1/2007**

#### **I. PURPOSE**

This Administrative Policy provides guidelines for reimbursement of authorized travel expenses incurred while traveling on City business.

#### **II. SCOPE**

This policy applies to all City employees and all elected or appointed officials. This policy is also intended for application to independent contractors of the City, where appropriate.

#### **III. POLICY**

A. It is the policy of the City of Richmond to reimburse all legitimate and necessary expenses incurred while traveling on City business. It is the responsibility of each department to ensure that budgetary requirements are met prior to spending funds for travel. Employees traveling on City business must have authorization from a designated official of the department. Travel forms must be complete within the times specified within the policy and must be authorized by designated officials of the department. It is the responsibility of the traveler and the authorizing official to ensure that the best possible rates are obtained when traveling on City business.

B. Travel expense accounts are open to the public and must be able to sustain the test of public review. Economy, prudence, and necessity are of primary concern, when planning and paying for travel. The use of City funds to accommodate personal comfort, convenience, and taste is not permitted. Travel costs should be limited to only those expenses that are necessary for providing essential services to the City's citizens. Further, travelers and travel planners must seek ways to reduce the cost of essential travel. To reduce the amount of funds requested on a Travel Advance, items such as registration fees, hotel accommodations, and airfare should be prepaid.

C. Covered travel includes trips outside of the City of Richmond for conferences, convention, workshops, seminars, educational and training courses, forums and other business activities related to the administration of municipal government.

#### **IV. PROCEDURES**

The Finance Department is responsible for administering the City's travel policy and procedures contained herein.

##### **A. Travel Authorization**

1. The Travel Advance Request form will be utilized for travel authorization and travel advances. All travel must be approved in advance regardless of whether a cash advance is requested.
2. Agency Directors will approve all travel authorization and travel advances, as well as subsequent travel settlements forms for employees within their agency.
3. Agency Directors may delegate to Deputy Directors, Bureau Chiefs or Division Managers the authority to approve all travel authorization/travel advance request and travel settlements for employees within their divisions.
4. The Mayor will approve travel authorization and travel advance requests and travel settlements for the Chief Administrative Officer and mayoral staff.
5. The Chief Administrative Officer or designee will approve travel authorization and travel advance requests and travel settlements for the Agency Heads/Department Directors. The Mayor will approve all travel authorization and travel advance requests and travel settlements for City Council members and Council appointees.



## **Administrative Regulations**

### **Office of the Mayor**

#### **Title: TRAVEL POLICY**

**A.R. Number: 6.4 Effective Date: 7/1/2007 Page: 2 of 12**

**Supersedes: Travel Policy A.R.: 6.4 DATED: 2/1/2007**

6. If the Mayor is not reasonably available, the Director of Finance/Chief Financial Officer and Council appointees may approve all travel authorization/travel advance requests and travel settlements for council members and their appointees. The Chief Administrative Officer or Deputy Chief Administrative Officer will approve travel for the Mayor.
7. Travel reimbursements for the Mayor, Chief Administrative Officer, City Council members, Council appointees and Agency Heads/Directors will be reviewed by the Finance Director or designee.
8. Under no circumstances will anyone authorize his or her own travel authorization and travel advance or travel settlement form.
9. The Mayor will be responsible for his or her settlement in accordance with this policy and is subject to Chief Administrative Officer or Deputy Chief Administrative Officer approval.

### **B. Travel reimbursement Requirements**

Although not all-inclusive, the following information is required for expense reimbursement and must be submitted with the Travel Expense Settlement Voucher.

1. Authorization approvals
2. Reason for travel
3. Hard-copy confirmations of expenses if online methods were used to procure services (i.e., airline tickets)
4. Reason for business phone calls, internet connectivity, or facsimiles
5. Itemized receipt for lodging
6. Receipt for registration fees
7. Reason for utilizing public transportation (i.e. taxi, shuttle, metro, limousine). Receipts required if claim is more than \$15

### **C. Method of Payment**

1. Expenses must be Reasonable and Necessary. The City of Richmond will reimburse individuals traveling on official City business for reasonable and necessary expenses incurred.
2. Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursements. Each day's expenses must be shown separately on the voucher.
3. Travelers must submit the Travel Settlement Expense Voucher to the Accounts Payable Division (AP) within 10 working days after completion of the trip. In the case of continuous travel, the traveler must submit the voucher to Accounts Payable within 10 working days of the last day of travel for which reimbursement is requested.
4. **Travelers must submit their home address on the Travel Advance Request and the Travel Expense Settlement Voucher for mailing purposes. Do not submit the City Hall address as your home address.**
5. All registration fees, hotel deposits, airline tickets and other expenses requiring prepayment must be submitted on a Not-Encumbered Invoice (NEI) with supporting documentation attached and presented to the Finance Department at least two (2) weeks in advance of the date of travel. Supporting documentation must include authorization for travel.



## Administrative Regulations

### Office of the Mayor

#### Title: TRAVEL POLICY

**A.R. Number:** 6.4 **Effective Date:** 7/1/2007 **Page:** 3 of 12

**Supersedes:** Travel Policy A.R.: 6.4 **DATED:** 2/1/2007

6. If a travel advance is needed, a completed **Travel Advance Request** should be submitted to the Finance Department. The request advance may not exceed the amount of estimated expense. No travel advance will be made prior to **seven (7)** days of departure without written justification from the approving authority. **Copies of the proposed itinerary, conference brochure or other appropriate documentation must be attached.** Travel advances may be picked up between 8:00 a.m. 5:00 p.m. in Accounts Payable.

7. Accounts Payable will conduct a monthly reconciliation of outstanding travel advances and submit a detailed status report to the Assistant Controller of Disbursements and AP manager on overdue items. The Assistant Controller of Disbursements may withhold un-reconciled advances from future paychecks, after giving one (1) written notice to the employee.

#### **D. Travel Expense Settlement**

1. A Travel Expense Settlement Voucher will be submitted to the Finance Department within ten (10) working days after return from travel. All documents supporting the expense claimed must be originals and will be attached to the travel report, which must be *signed* by the traveler and *approved by the Appointing Authority or his designee*. Once an authorization is submitted to Finance, a settlement must be prepared and submitted, even if the traveler did not receive an advance. By signing the travel reimbursement request, the traveler certifies the accuracy of all information and the legitimacy of the travel. The signature of the traveler's supervisor certifies that the supervisor agrees that the travel was necessary and the requested reimbursements are proper.
2. Review of Documentation  
The Finance Department will audit each Travel Expense Settlement Voucher for completeness, conformance to the City's travel guidelines, required approvals and required documentation.
3. Agency Directors are responsible for all travel within their agencies. They shall ensure that travel funds are used in the best interest of the City. Improperly completed forms and/or undocumented expenses will be returned unprocessed.
4. Reimbursement by Check
5. All properly prepared and documented Travel Expense Settlement Vouchers that are received by the Finance Department will be processed and checks are mailed.
6. Employees with balances due to the City should attach a personal check, payable to the City of Richmond, to their Travel Expense Settlement Voucher including supporting documentation and submit it to Collections, Room 102.

#### **E. Reimbursable Expense**

1. Transportation
  - a. *City Vehicles*  
City vehicles should be used whenever practical for official business. Reimbursements for fuel, parking, tolls and necessary repairs will be honored with appropriate receipts.
  - b. *Private Automobiles*
    - (1) If other means of transportation are not feasible or the use of a private automobile better serves the City's purposes, the use of a private automobile may be authorized. The traveler will be reimbursed at the current approved mileage rate, plus parking and toll fees if documented with receipts. The mileage rate will be the rate published by the Internal Revenue Service (IRS) in Publication 535, Business Expense, which is available on the Internet at [www.irs.gov](http://www.irs.gov). The mileage rate will be published annually, or more frequently, if required, by the Finance Department.



## Administrative Regulations

### Office of the Mayor

#### Title: TRAVEL POLICY

**A.R. Number:** 6.4 **Effective Date:** 7/1/2007 **Page:** 4 of 12

**Supersedes:** Travel Policy **A.R.:** 6.4 **DATED:** 2/1/2007

(2) Should an employee elect to travel by private vehicle rather than commercial aircraft, the total transportation expenses reimbursed, including meals and lodging, should not exceed the cost of the most economical public airfare available. Documentation of research should be provided to support the cost of the most economical public airfare available.

(3) Employees using their personal vehicles for local travel in the daily performance of their jobs will be reimbursed at the current vehicle mileage rate. All mileage reimbursements must be reported on the Travel Expense Settlement Voucher.

#### ***c. Air & Rail tickets***

Airline and passenger rail line travel cannot exceed the rates charged for **tourist/coach** fare. The approving authority may grant permission for business class travel under the following circumstances:

- (1) When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to travel voucher), or
- (2) For travel to Western Europe if the business meeting is conducted within three hours of landing, or
- (3) For transoceanic, intercontinental trips involving flight-time of more than eight consecutive hours, or
- (4) If the traveler pays the difference

**Suggested discount airlines:** [www.jetblue.com](http://www.jetblue.com)  
[www.airtran.com](http://www.airtran.com)

#### **Reimbursement for first class travel is prohibited.**

All travelers are expected to book flights in advance to take advantage of available credits, reduce rates or discounts to reduce the cost to the City. Where the City can realize savings that exceed expenses for additional lodging and meals, etc., employees may take advantage of extended travel over Saturday in order to be eligible for "super saver" airline rates. Documentation of cost justification must (?) be provided.

#### ***d. Public transportation travel includes:***

- (1) Bus
- (2) Taxi or shuttle and other "for public transportation" Receipts are required for individual charges of \$15.00 or more

#### ***e. Tolls and parking charges will be reimbursed (provided receipts are attached) if travel by such means is necessary. Attach Map quest, Yahoo, Expedia, or Google map if smart tag is used. Highlight Appropriate area.***

All such expenses must be justified and explained on the Travel Expense Settlement Voucher.

*Public transportation rates must not exceed those for tourist or coach class accommodations.*

#### ***f. Rental Car***

- (1) The use of rental cars must be approved in advance by the Approving Authority. Rental cars without prior approval will be disallowed. Mileage incurred above the daily flat rate as set by the rental agency should include justification when requested for reimbursement.
- (2) Reimbursement of car rental expenses is limited to official business use only. Car rentals may be made through commercial agencies. The traveler must select the most economical contractor and type of vehicle available, and acquire any commercial rate or government discount available when the vehicle is rented.



## Administrative Regulations

### Office of the Mayor

#### Title: TRAVEL POLICY

**A.R. Number:** 6.4 **Effective Date:** 7/1/2007 **Page:** 5 of 12

**Supersedes:** Travel Policy A.R.: 6.4 **DATED:** 2/1/2007

(3) In most cases, rental vehicles would only be necessary after reaching the destination of travel. However, for travel initiated from the traveler's base point, the traveler may conduct a cost/benefit analysis to determine if it is beneficial for the City to use a rental car in lieu of a personal vehicle or city vehicle for the planned trip. The cost/benefit analysis should consider the cost of the rental car, any surcharges, and the cost of fuel for operating the rental vehicle. If this analysis demonstrates that it is cost effective to obtain the rental car agency policy permits, a rental car may be used, and the analysis must be attached to the Travel Expense Settlement Voucher along with the proper receipts.

(4) Rental vehicles, when possible, should be refueled prior to returning to the rental agency to ensure most economic use.

#### g. *Weekend and Holiday Mileage*

Mileage incurred when the individual is required to work on a Saturday, Sunday, or holiday that is not a schedule workday may be reimbursed.

## 2. Lodging

1. Lodging may be reimbursed when an individual is traveling overnight on official City business outside his/her **official station** (official station is the area within a 25-mile radius of the traveler's office). The City of Richmond has adopted the In-State and Out-of-State lodging rates published by the State of Virginia. Lodging expense reimbursement will vary depending upon the destination, but all expenditures must be necessary and reasonable.
2. The Lodging guidelines for In-State and selected Out-of-State cities are provided in the Lodging Guideline Table at the end of the Travel Procedures. All travelers should inquire about and confirm government rates both at the time of reservation and at check-in. If your destination cannot be located in the attached lodging guidelines, the standard lodging rate per night shall apply to in-state travel and out-of-state travel. Reimbursement for lodging is limited to actual expenses incurred up to the guideline amount, plus hotel taxes and surcharges. Expenses in excess of the guidelines will not be reimbursed, unless approved in advance by the traveler's Director. Even with Director approval, lodging costs must be reasonable and necessary. Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally.
3. The lodging receipt must be an itemized statement indicating the account paid in full. If a traveler is accompanied by a family member or other individual(s), the lodging bill will be annotated to reflect the single rate. In no case will the City reimburse more than the cost of a single room.
4. Although it is recognized that expenditures will vary by geographic location, expenditures for lodging should be reasonable.
5. Travelers are personally responsible to cancel hotel rooms when travel plan change. Lodging charges for non-canceled reservations will not be reimbursed if the traveler is negligent in canceling reservations.

## 3. Meals and Incidental Expenses

1. Meals and certain incidental travel expenses are reimbursable on a per diem basis for **overnight** official business travel outside the traveler's official station.
2. When meals are included with registration or lodging expenses as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the travel voucher. If a continental breakfast or reception is offered as part of the travel event **and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount.** If a meal is offered as part of a conference and the traveler has medical restrictions, the traveler should make every effort to have the



**Administrative Regulations  
Office of the Mayor**

**Title: TRAVEL POLICY**

**A.R. Number: 6.4 Effective Date: 7/1/2007 Page: 6 of 12**

**Supersedes: Travel Policy A.R.: 6.4 DATED: 2/1/2007**

conference facilitate his/her needs by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance from the per diem.

3. However, the traveler must include a note or other documentation with the Travel Settlement Voucher documenting this information.

4. Per diem rates will be based upon the High-Low Substantiation Method as published by the Internal Revenue Service in Publication 1542, Per Diem Rates (See [www.irs.gov](http://www.irs.gov)). The per diem rates must correspond to the location specified for the overnight lodging. On travel departure or return days, 75% of the per diem rate is allowable. The Finance Department will publish an annual bulletin providing the per diem rates and any special instructions.

1.) Tips are included in the per diem and are not reimbursable.

2.) For foreign travel, the federal per diem rates will apply. The rates are published monthly and are available on the internet at [www.state.gov](http://www.state.gov) or [gopher://gopher.state.gov](http://gopher://gopher.state.gov).

#### **Business Meals**

The cost of business meals may be reimbursed in full if properly documented. Business meals must involve a substantive and bona fide business discussion and purpose. The receipt will be attached to the Travel Expense Settlement Voucher and include a by-name list of all persons involved in the meal and the reason for the meal. The Approving Authority must approve business meals in advance. Expense submitted without prior approval will be disallowed at the option of the Approving Authority.

#### **Local Travel**

Travelers will be reimbursed for mileage in excess of their normal commute to work (at the mileage rate established by the City), parking, tolls, and registration fees if they are not prepaid.

Generally, meals and certain incidental travel expenses are reimbursable on a per diem basis (not actual expenses) for overnight official business outside the traveler's official station. The official station is the area within a 25-mile radius of the traveler's office.

**There will be no meal reimbursement for same day local travel (leave and return on the same day).**

#### **Telephone/FAX/Computer Hook-up**

Telephone, FAX charges, computer hook-ups, and internet fees related to City business will be reimbursed. Appropriate documentation including the parties and numbers involved and the reason for the call is required.

#### **Internet Usage**

a. Usage of the Internet to procure travel services is allowed. Use prudent judgment when choosing an Internet travel service site. The traveler must comply with procurement guidelines. Suggested sites included:

- (1) Priceline.com
- (2) Expedia.com
- (3) Orbitz.com
- (4) Travelocity.com



## **Administrative Regulations**

### **Office of the Mayor**

#### **Title: TRAVEL POLICY**

**A.R. Number: 6.4 Effective Date: 7/1/2007 Page: 7 of 12**

**Supersedes: Travel Policy A.R.: 6.4 DATED: 2/1/2007**

- b. When paying for services via the Internet, the following methods may be used:
- (1) Bank of America City issued card- may be used for hotels
  - (2) Personal Credit Card
- c. In addition to other documents required by policy, the following supplementary documents must be submitted with the Travel Settlement Voucher when procuring services via the Internet.
- (1) Hardcopy final page from Internet site showing total cost and confirmed services
  - (2) Airline confirmation (ticket stub) of the type of ticket purchased (e.g. coach, tourist)

#### **Registration Fees and all Prepaid Items**

Copies of documentation for registration fees for conferences, seminars, etc., that were paid in advance must be noted on the form and accompany the Travel Advance Request and the Travel Expense Settlement Voucher.

#### **F. Non-Reimbursable Expenses**

1. Meal tips (considered as part of the meals and incidentals per diem).
  2. Meals included in the cost of lodging or registration fees are not reimbursable
  3. Mileage or transportation expenses when transported by another traveler who is entitled to mileage or transportation expense.
  4. Loss of funds or personal belongings while traveling.
  5. Alcoholic beverages.
  6. Personal expenses and self-entertainment activities, such as movies, sporting events, fitness clubs, etc.
  7. Air travel insurance premiums paid by the traveler.
  8. Spouse or companion expenses.
  9. Dry cleaning.
- Other items not specifically identified, but not considered necessary or reasonable.

#### **G. Travel Involving Multiple Employees**

Where it is determined that a seminar, workshop or training program is essential to staff development for five or more employees, the agency shall investigate the option of bringing the trainer on site instead of authorizing employees to travel to an off-site location. The agency shall document the comparative cost of an on-site session and retain such documentation on file with the agency travel records.



**Administrative Regulations**  
**Office of the Mayor**  
**Title: TRAVEL POLICY**  
**A.R. Number: 6.4 Effective Date: 7/1/2007 Page: 8 of 12**  
**Supersedes: Travel Policy A.R.: 6.4 DATED: 2/1/2007**

The agency must also explore the practicality of fulfilling the desired staff development goals through use of studio and video teleconferencing where these options may be cost effective. In selecting locations for meetings, agencies shall give first preference to City owned facilities. For meetings of policy, advisory or supervisory boards, the selection of a meeting site should reflect the policy that a public body conducting public business shall take care that public funds are expended prudently.

**H. Travel Planning**

1. An appropriate member of management must authorize planned travel, including cost estimates, prior to travel, on a Travel Authorization form. The agency may determine the appropriate member of management at its discretion. To ensure adequate planning (identification of costs and exceptions, this also applies to agency head and cabinet. However, the requirement to obtain authorization for agency head and cabinet travel applies only to cases in which exceptions must be obtained or for international travel.
2. Total cost includes lodging, transportation, meals, conference registration and any other travel costs or course fees. Cost of the trip that may be direct billed, such as lodging or conference registration, must also be included in the cost estimate. The estimate must accompany both the Travel Reimbursement Voucher and any applicable direct-billed Vendor Payment vouchers. For planned travel, the traveler must be able to demonstrate, with documentation, that a reasonable effort was made to secure the most cost beneficial means of travel for the City.

**I. Audits**

The Finance Department will review all Travel Expense Settlement Vouchers for compliance. Expenses that are determined not to be in accordance with the spirit of this policy, or are considered to be excessive, will be adjusted and may be disallowed by the Finance Director or designee. The City recognizes that a policy cannot be written to address all possible expenses or situations that may arise while traveling. Therefore, anyone traveling on City business must use sound judgment and adhere to high ethical standards

**V. REFERENCES**

Internal Revenue Service, Publication 535-Business Expenses, and Publication 1542-Per Diem Rates.

**VI. REGULATION UPDATE**

The Office of the Mayor and the Department of Finance shall be responsible for modification to this policy.

**APPROVED:**

A handwritten signature in cursive script, reading "L. Douglas Wilkie".

**MAYOR**

**VII. APPENDIX OF FORMS**



**Administrative Regulations**

**Office of the Mayor**

**Title: TRAVEL POLICY**

**A.R. Number: 6.4 Effective Date: 7/1/2007 Page: 9 of 12**

**Supersedes: Travel Policy A.R.: 6.4 DATED: 2/1/2007**

**IN-STATE**

**Lodging  
Guidelines**

The following table provides guidelines for Lodging expenses that are allowable to the **IN-STATE** traveler who is a City Employee. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC listing in the **OUT-OF-STATE** table. If a location is not listed, the standard rate applies.

<b>IN-STATE</b> <b>Location</b> <b>City-(surrounding Areas)</b>	<b>Lodging Rate</b> <b>Excludes</b> <b>Taxes and surcharges</b>
<b>STANDARD →</b> <b>EXCEPTIONS ↓</b>	<b>\$60</b>
<i>Charlottesville (Albemarle County)</i>	87
<i>Chesapeake / Suffolk (10/1-3/31)</i>	74
<i>Chesapeake / Suffolk (4/1-8/31)</i>	99
<i>Chesapeake / Suffolk (9/1-9/30)</i>	74
<i>Chesterfield / Henrico (Chesterfield and Henrico Counties)</i>	81
<i>Fredericksburg (Spotsylvania)</i>	63
<i>Hampton / Newport News (10/1-3/31)</i>	73
<i>Hampton / Newport News (4/1-6/30)</i>	88
<i>Hampton / Newport News (7/1-9/30)</i>	73
<i>Loudoun (Loudoun County)</i>	131
<i>Lynchburg (Campbell County)</i>	68
<i>Manassas (City Limits)</i>	87
<i>Norfolk and Portsmouth (10/1-10/31)</i>	94
<i>Norfolk and Portsmouth (11/1-3/31)</i>	77
<i>Norfolk and Portsmouth (4/1-9/30)</i>	94
<i>Roanoke (City Limits)</i>	76
<i>Stafford / Prince Williams (Stafford and Prince Williams Counties)</i>	80
<i>Virginia Beach (Virginia Beach) (10/1-3/31)</i>	68
<i>Virginia Beach (Virginia Beach) (4/1-5/31)</i>	83
<i>Virginia Beach (Virginia Beach) (6/1-8/31)</i>	129
<i>Virginia Beach (Virginia Beach) (9/1-9/30)</i>	68
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	78
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	111
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	78
<i>Warrenton (Fauquier)</i>	73
<i>Williamsburg (James City and York Counties) (10/1-3/31)</i>	70
<i>Williamsburg (James City and York Counties) (4/1-8/31)</i>	89
<i>Williamsburg (James City and York Counties) (9/1-9/30)</i>	70



**Administrative Regulations**

**Office of the Mayor**

**Title: TRAVEL POLICY**

**A.R. Number: 6.4 Effective Date: 7/1/2007 Page: 10 of 12**

**Supersedes: Travel Policy A.R.: 6.4 DATED: 2/1/2007**

**OUT-STATE**

**Lodging  
Guidelines**

The following table provides guidelines for Lodging expenses that are allowable to the **OUT-OF-STATE** traveler who is a City Employee. If a location is not listed, the standard rate applies.

<b>OUT-OF-STATE Location City-(Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>
<b>STANDARD→ EXCEPTIONS↓</b>	<b>\$88</b>
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	<i>124</i>
<i>Baltimore, MD</i>	<i>148</i>
<i>Baltimore County, MD</i>	<i>92</i>
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge)(10/1-10-31)</i>	<i>203</i>
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (11/1-8/31)</i>	<i>168</i>
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (9/1-9/30)</i>	<i>203</i>
<i>Charleston, SC (Charleston, Berkeley, Dorchester Counties)</i>	<i>92</i>
<i>Charlotte, NC (Mecklenburg County)</i>	<i>78</i>
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	<i>173</i>
<i>Chicago, IL (Cook, Lake Counties) (12/1-4/30)</i>	<i>138</i>
<i>Chicago, IL (Cook, Lake Counties) (5/1-6/30)</i>	<i>169</i>
<i>Chicago, IL (Cook, Lake Counties) (7/1-8/31)</i>	<i>141</i>
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	<i>173</i>
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	<i>86</i>
<i>Cleveland, OH (Cuyahoga County)</i>	<i>98</i>
<i>Dallas, TX (Dallas County and City Limits) (10/1-12/31)</i>	<i>100</i>
<i>Dallas, TX (Dallas County and City Limits) 1/1-4/30)</i>	<i>111</i>
<i>Dallas, TX (Dallas County and City Limits) (5/1-9/30)</i>	<i>100</i>
<i>Denver/Aurora, CO (Adams, Arapahoe, Denver, Jefferson, Counties)</i>	<i>127</i>
<i>Detroit, MI ( Wayne County)</i>	<i>100</i>
<i>Fort Worth/Arlington/grapevine, TX (Tarrant County and City limits of Grapevine)</i>	<i>120</i>
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, Montgomery Counties)</i>	<i>95</i>



**Administrative Regulations**

**Office of the Mayor**

**Title: TRAVEL POLICY**

**A.R. Number: 6.4 Effective Date: 7/1/2007 Page: 11 of 12**

**Supersedes: Travel Policy A.R.: 6.4 DATED: 2/1/2007**

**OUT-OF-STATE**

**Lodging  
Guidelines**

<b>OUT-OF-STATE Location City-(Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>
<i>Kansas City, MO (Cass, Clay, Jackson, Platte Counties)</i>	96
<i>Las Vegas, NV (Clark County) (10/1-4/30)</i>	114
<i>Las Vegas, NV (Clark County) (5/1-8/31)</i>	100
<i>Las Vegas, NV (Clark County) (9/1-9/30)</i>	114
<i>Los Angeles, CA (Los Angeles, Orange, Ventura Counties and Edwards AFB)</i>	110
<i>Miami, FL (Miami-Dade County) (10/1-12/31)</i>	107
<i>Miami, FL (Miami-Dade County) (1/1-3/31)</i>	157
<i>Miami, FL (Miami-Dade County) (4/1-9/30)</i>	107
<i>Minneapolis / St. Paul, MN (Hennepin, Ramsey Counties)</i>	113
<i>Floral Park/Garden City/Glen Cove/ Great Neck/ Roslyn, NY (Nassau County)</i>	159
<i>Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)</i>	116
<i>New Orleans, LA (Jefferson, Orleans Plaquemine, St. Bernard Parishes) (10/1-5/31)</i>	148
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes) (6/1-9/30)</i>	102
<i>New York City, NY (Boroughs of Manhattan, Bronx, Brooklyn, Staten Island and Richmond County) (10/1-12/31)</i>	274
<i>New York City, NY (Boroughs of Manhattan, Bronx, Brooklyn, Staten Island and Richmond county) (1/1-6/30)</i>	214
<i>New York City, NY (Boroughs of Manhattan, Bronx, Brooklyn, Staten Island and Richmond County) (7/1-8/31)</i>	196
<i>New York City, NY (Boroughs of Manhattan, Bronx, Brooklyn, Staten Island and Richmond County) (9/1-9/30)</i>	274
<i>Queens (Queens) (10/1-12/31)</i>	177
<i>Queens (Queens) (1/1-4/30)</i>	152
<i>Queens (Queens) (5/1-6/30)</i>	163



**Administrative Regulations  
Office of the Mayor  
Title: TRAVEL POLICY**

**A.R. Number: 6.4 Effective Date: 7/1/2007 Page: 12 of 12  
Supersedes: Travel Policy A.R.: 6.4 DATED: 2/1/2007**

**OUT-OF-STATE  
Lodging  
Guidelines**

<b>OUT-OF-STATE Location City-(Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>
<i>Queens (Queens) (7/1-8/31)</i>	153
<i>Queens (Queens) (9/1-9/30)</i>	177
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	89
<i>Orlando, FL (Orange County) (1/1-3/31)</i>	114
<i>Orlando, FL (Orange County) (4/1-9/30)</i>	89
<i>Philadelphia, PA (Philadelphia County)</i>	138
<i>Phoenix/Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	103
<i>Phoenix/Scottsdale, AZ (Maricopa County) (1/1-3/31)</i>	141
<i>Phoenix/Scottsdale, AZ (Maricopa County) (4/1-5/31)</i>	109
<i>Phoenix/Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	74
<i>Phoenix/Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	103
<i>Pittsburg, PA (Allegheny County)</i>	100
<i>San Antonio, TX (Bexar County)</i>	103
<i>San Diego, CA (San Diego County)</i>	131
<i>San Francisco, CA (San Francisco County)</i>	140
<i>Savannah, GA (Chatman County)</i>	95
<i>Seattle, WA (King County)</i>	136
<i>St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties)</i>	103
<i>Washington, DC (1) (10/1-11/30)</i>	195
<i>Washington, DC (1) (12/1-5/31)</i>	188
<i>Washington, DC (1) (6/1-8/31)</i>	162
<i>Washington, DC (1) (9/1-9/30)</i>	195
<i>White Plains/Tarrytown/New Rochelle/Yorkers, NY (Westchester County)</i>	137

**(1) Washington, DC, includes: Virginia Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Fairfax; and, Maryland counties of Montgomery and Prince George's.**