

The maximum <u>in-state</u> allowance for meals (overnight only) and lodging is as follows:								
		Leave Before:		Return After:				
Breakfast:		5:31am - state rate		7:59am - state rate				
Lunch:		11:31am - state rate		12:59pm - stat rate				
Dinner:		5:31pm - state rate		7:59pm - state rate				
Lodging:		state rate or actual cost if approved by the business office						
Mileage:		when traveling by private automobile for in-town driving will at be Federal rate						

The maximum <u>out-of-state</u> travel allowance for meals and lodging is as follows:								
		Leave Before:		Return After:				
Breakfast:		5:31am - state rate		7:59am - state rate				
Lunch:		11:31am - state rate		12:59pm - stat rate				
Dinner:		5:31pm - state rate		7:59pm - state rate				
Lodging:		state rate or actual cost if approved by the business office						
Mileage:		allowance when traveling by private automobile out of town will be at State rate						