

Per Diem Rates

Overnight travel per diem rates are based on 24 hour increments from the time travel begins until the time you return. Per diem pays for meals and lodging as follows:

- in state areas \$85
- in state special areas (Santa Fe only) \$135
- out of state areas \$115

Return from overnight travel (beyond the last 24 hour period of overnight travel).

- More than 2 but less than 6 hours \$12
- More than 6 but less than 12 hours \$20
- More than 12 hours beyond last 24 hr period \$30

Partial day travel rates (no overnight stay required) apply to travel beyond the normal workday.

- More than 2 but less than 6 hours \$12
- More than 6 but less than 12 hours \$20
- More than 12 hours beyond last 24 hr period \$30

Mileage Reimbursement

Mileage reimbursement is for use of private vehicles only – with prior approval from your supervisor.

- The state mileage reimbursement rate is 32 cents per mile.
- When claiming mileage that is **not** reflected on the official state mileage chart, use the beginning and ending odometer readings.

(The Region IX policy is to pay chart miles when traveling between cities listed on the official state mileage chart.)