

In-State & Out of State Travel Policy for 21st CCLC Grantees

Per Diem Reimbursements and Oversights

Overnights

- 7.5 – 12 hours \$13.00 (Leave before 4:30 PM)
- 12.5 – 24 hours \$26.00 (Leave before 12:00 PM)
- Overnight and return before Noon \$13.00
- Overnight and return after Noon \$26.00

Daily Per Diem breakdown

- Breakfast \$6.50
- Lunch \$6.50
- Dinner \$13.00
- Total \$26.00

Note 1: You will not be reimbursed for any meals provided for you at a conference or meeting, etc., even if you choose not to partake in the meal(s) provided.

Hotel Room Rates

All hotels in Indiana (Indianapolis Address) \$87.00 + up to 17 percent Tax = \$104 (estimated)
Out of state Hotels Lowest conference rate

Note 2: Hotel costs can only be charged to the grant if the one-way mileage to the event is more than 50 miles.

Mileage

Rate for reimbursement is \$.40 cents per mile.

Note 3: IDOE will only reimburse the shortest distance according to MapQuest. Whether the shortest distance is from the station (program site address) to the destination, mileage must be calculated from that address, regardless of where the trip actually originated.

Parking

For parking in downtown Indianapolis, arrangements should first be made through the state parking garage, if available. Parking is usually not available during the legislative session (January 1 through April 30). Lowest daily parking rate is usually at Circle Center Mall garages.

In-State & Out of State Travel Policy for 21st CCLC Grantees

Per Diem Reimbursement for Overnight Travel

- 7.5-12 hours \$16.00 (Leave before 4:30 PM)
- 12.5-24 hours \$32.00 (Leave before 12:00 PM)
- Overnight and return before Noon \$16.00
- Overnight and return after Noon \$32.00

Daily Per Diem breakdown

Breakfast	\$8.00
Lunch	\$8.00
<u>Dinner</u>	<u>\$16.00</u>
Total	\$32.00 a day

Note 1: You will not be reimbursed for any meals which are provided to you, even if you choose not to partake in the meals provided.

Out of state travel expenses that will be covered and amounts (where applicable) that can be charged to the 21st CCLC grant are noted below. Please remember that receipts **MUST** be on file for any expenses tied to payments for these items:

- Conference registration fees
- Taxis (including tip)
- Hotel rooms – lowest rate possible or conference rate
- Airport parking up to \$9.00 per day
- Mileage to and from airport (Starting from the office/site location of the traveler unless the traveler's home is closer than 12 miles to the airport)
- Internet costs for work related use only

Note 2: The state does not pay for rental cars unless one is proven to be necessary.

Note 3: If you choose to travel by car instead of flying there must be a round trip cost analysis completed to determine which mode of travel is less expensive.