In-State Travel Policy for 21st CCLC Grantees

In-State Per Diem Reimbursements and Oversights

- Overnights
    - 7.5 – 12 hours $13.00 (Depart before 4:30 PM)
    - 12.5 – 24 hours $26.00 (Depart before 12:00 PM)
    - Overnight and return before Noon $13.00
    - Overnight and return after Noon $26.00
- Daily In-State Per Diem breakdown
    - Breakfast $6.50
    - Lunch $6.50
    - Dinner $13.00
        Total $26.00

Note: 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.

Note: You will only be eligible for $19.50 total daily reimbursement if hot breakfast (not continental) is provided in the cost of your hotel room, even if you choose not to partake in the hot breakfast provided.

In-State Hotel Rates

- Location Rate Standard Rate (all locations without specified rates) $94.00
- Indianapolis/Carmel $125.00
- Bloomington $97.00
- Ft. Wayne $104.00
- Hammond/Munster/Merrillville $98.00
- Lafayette/West Lafayette $106.00
- South Bend $98.00
- Out of State Hotels: Lowest conference rate

Note: 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 $.38 cents per mile.

Note: IDOE will only reimburse the shortest distance according to MapQuest. Whether the shortest distance is from station or home 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. Not available during the legislative session (January 1 through April 30). Lowest daily parking rate is usually at Circle Center Mall garages.

Airport parking is reimbursable up to $9 per day.

* For most updated information for reimbursements for travel, please visit: http://www.in.gov/idoa/2459.htm and scroll down to "Reimbursement Rates".