**TRAVEL BUDGET INFORMATION**

**Airfare**

Airfare is billable at **actual cost,** but still must stay within maximum travel budget for the 2-year project

Receipts are required for reimbursement

**Lodging**

Lodging is billable at **actual cost** ***UP TO the maximum allowable*** per AZ State/GSA rates\*

Allowable lodging rates are based on the city and month of travel\*

Receipts are required for reimbursement

Lodging taxes are billable at **actual rate,** but rate may only be applied to the maximum allowable lodging

Lodging taxes national average is 13.55% (as of 5/5/2023)

Receipts are required for reimbursement

**Meals**

Meal rates are ***per diem*** up to maximum allowable per AZ state rates\*

Allowable meal rates are based on the city and month of travel\*

Meal rates for travel days are 75% of full day rates

Itemized receipts are not required for meals

**Ground transportation**

Rental car is billable at **actual cost**, but still must stay within maximum travel budget for project

Receipts are required for reimbursement

Fuel is billable at **actual cost**, but still must stay within maximum travel budget for project

Receipts are required for reimbursement

**Parking**

Parking is billable at **actual cost**, but still must stay within maximum travel budget for project

Receipts are required for reimbursement

\*Note that allowable lodging and meal rates for each individual location will change based on city and actual month of travel. Budgeted figures are estimated based on the most common daily rates in each city.

Last updated 7/5/2023 by N. Rossi