**Travel Rates and Other Information**

**NOTE:** The information provided below is meant as a quick guide and is not a replacement for Travel Procedure.

**Per diem**

<table>
<thead>
<tr>
<th></th>
<th>IN STATE:</th>
<th>OUT-OF-STATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Includes meals and lodging)</td>
<td>$135.00</td>
<td>$215.00</td>
</tr>
</tbody>
</table>

**Actual Per Diem:** For High Expense cities and International

- Amount of hotel & tax: actual
- Meals for a 24 hour period: $46.00

**Prorated partial day over 24 hours**

- Less than 6 hours: $9.00
- 6 hours up to 12 hours: $21.00
- 12 hour up to 24 hours: $46.00

**Transportation:** Plane Fare and/or Rail Fare

- Use of private car @ $0.54 per mile
- Odometer reading required for over the allowable miles
- Use of rental car & fuel, taxi, shuttle
- Toll, etc.

**Registration:**

- Prepaid by NMIMT (Indicate prepayment request on the Travel Request form)
- Prepaid by Traveler (attach registration form and receipt to Travel Request if reimbursement is requested in advance of travel)

**Meal Breakdown:**

- Breakfast: $9.00
- Lunch: $12.00
- Dinner: $25.00

**FEDERALLY FUNDED INTERNATIONAL TRAVEL:** Must be approved in advance by SPA. See travel policy for more information

**STATE INTERNATIONAL TRAVEL:** Meal reimbursement not to exceed $46.00

**MISCELLANEOUS EXPENSES:**

- Parking (must attach receipt)
- Internet Connection (must attach receipt)
- Business phone calls (no personal calls) (must attach receipt)