October 6, 2005

FISCAL MEMORANDUM 06-02

TO: All TTI Employees

SUBJECT: Out-of-State Meals and Lodging Rates and Median Rates

Effective October 1, 2005, the rates for out-of-state meals and lodging have been updated to reflect changes in the federal rates. The updated rates are effective for travel occurring on or after October 1, 2005. All travel occurring prior to this date must be paid according to the rate schedules previously issued. The new rates will be in effect until the State Comptroller’s Office issues updated rate schedules.

The rate schedule is available through the Comptroller’s website at:

Please review the rates carefully. The attached schedule contains numerous changes to previous rate schedules.

The meals and lodging rates specified in the schedule are not flat per diem rates. State employees may be reimbursed only for their actual meals and lodging expenses not to exceed the maximum rates specified in the schedules for the traveled location. A state employee may reduce the maximum meal reimbursement rate for a duty point and then use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty point.

The rate schedules are applicable only to out-of-state locations within the contiguous United States. State employees who travel to Alaska, Hawaii, a U.S. possession, or a foreign country may be reimbursed for their actual meals and lodging.

If you have any questions, please contact Charlene Meier (845-9855), Walter Winkelmann (845-9859), or Beth Roach (845-9931).

Don Bugh
Executive Associate Director