

FY 2025 RTAP Travel Rates

(Attachment C)

	*Michigan Select Cities	Michigan All Others	**Out-of-State Select Cities	Out-of-State All Others
Breakfast	\$ 11.75	\$ 9.75	\$ 15.00	\$ 11.75
Lunch	\$ 11.75	\$ 9.75	\$ 15.00	\$ 11.75
Dinner	\$ 28.00	\$ 22.00	\$ 29.00	\$ 27.00
Lodging	\$98 (plus tax)	\$98 (plus tax)	Actual w. receipts	Actual w. receipts

Mileage Rates: 0.67(2024) / 0.70 (Effective January 1, 2025)

Incidental Costs/day (with overnight stay) \$5.00
(fees & tips given to porters, bell hops, hotel maids, etc)

***Michigan Select Cities:**

****Out-of-State Cities:**

See next page

Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City

The following procedures must be adhered to:

1. Meal receipts are not required. Individual requesting a meal allowance will enter the full applicable meal allowance rate for the specific meal(s) regardless of the cost incurred. RTAP will not pay the actual expense of the meal(s) incurred.
2. Individual must have travelled more than 25 miles from both their home and official workstation to qualify for meal allowance.
3. To be eligible for a meal expense, the travel must occur as outlined below.
Breakfast: Travel commences prior to 6:00am and extends beyond 8:30am.
Lunch: Travel commences prior to 11:30am and extends beyond 2:00pm.
Dinner: Travel commences prior to 5:00pm and extends beyond 8:00pm.
4. Meal allowance amount includes tip.
5. Receipts must be provided for all other expenses such as tolls, taxis, air travel, lodging, registration fees.

SELECT CITY LIST
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2024

Michigan Select Cities		
	CITIES	
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City	
Out of State Select Cities		
STATE	CITIES	
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Ft Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plains	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	