

FY 2026 RTAP Travel Rates

(Attachment C)

| | *Michigan Select Cities | Michigan All Others | **Out-of-State Select Cities | Out-of-State All Others |
|-----------|----------------------------|------------------------|---------------------------------|----------------------------|
| Breakfast | \$ 14.00 | \$ 12.00 | \$ 22.00 | \$ 16.00 |
| Lunch | \$ 16.00 | \$ 14.00 | \$ 23.00 | \$ 19.00 |
| Dinner | \$ 31.00 | \$ 27.00 | \$ 36.00 | \$ 28.00 |
| Lodging | Actual w. receipts | Actual w. receipts | Actual w. receipts | Actual w. receipts |

Mileage Rates:

0.725 (Effective January 1, 2026)

Incidental Costs/day (with overnight stay) \$5.00

(fees & tips given to porters, bell hops, hotel maids, etc)

***Michigan Select 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 Cities:**

See next page

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.

| Reimbursable Meal | Travel Begins Before | Travel Extends Past |
|-------------------|----------------------|---------------------|
| Breakfast | 6:00 a.m. | 8:30 a.m. |
| Lunch | 11:30 a.m. | 2:00 p.m. |
| Dinner | 5:30 p.m. | 8:00 p.m. |

SELECT CITY LIST
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2025

| Michigan Select Cities/Counties | | |
|--|--|---|
| | CITIES | COUNTIES |
| | Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City | Grand Traverse, Oakland, Wayne |
| Out of State Select Cities/Counties | | |
| STATE | CITIES | COUNTIES |
| Alaska | All locations | |
| Arizona | Phoenix, Scottsdale, Sedona | |
| California | Antioch, Arcata, Barstow, Belmont, Concord, Eureka, Foster City, Fresno, Gualala, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Napa, Novato, Oakland, Ontairio, Palm Springs, Palo Alto, Point Arena, Sacramento, San Diego, San Francisco, San Jose, San Luis Obispo, San Mateo, San Rafael, Santa Barbara, Santa Cruz, Santa Monica, Santa Rosa, South Lake Tahoe, Sunnyvale, Tahoe City, Truckee, Victorville, Yosemite National Park | Los Angeles, Mendocino, Orange, Ventura |
| Colorado | Aspen, Aurora, Breckenridge, Colorado Springs, Crested Butte, Denver, Grand Lake, Gunnison, Silverthorne, Steamboat Springs, Telluride, Vail | |
| Connecticut | Bridgeport, Danbury, Groton, New London | |
| District of Columbia | Washington DC (See also Maryland & Virginia) | |
| Florida | Boca Raton, De Funiak Springs, Delray Beach, Ft Lauderdale, Fort Walton Beach, Jupiter, Key West, Miami, Sarasota | |
| Georgia | Atlanta, Brunswick, Jekyll Island | |
| Hawaii | All locations | |
| Idaho | Boise | |
| Illinois | Chicago, East St. Louis, Fairview Heights, O'Fallon | Cook, Lake |
| Kentucky | Kenton | |
| Maine | Bar Harbor, Kennebunk, Kittery, Rockport, Sandford | |
| Maryland | Baltimore City, Columbia | Montgomery, Prince George |
| Massachusetts | Boston, Burlington, Cambridge, Falmouth, Hyannis, Martha's Vineyard, Nantucket, Pittsfield, Woburn | Suffolk |
| Minnesota | Duluth, Minneapolis, St. Paul | |
| Missouri | St. Louis | |
| Nevada | Las Vegas | |
| New Jersey | Eatontown, Freehold, Newark, Princeton, Trenton | |
| New York | Albany, Floral Park, Garden City, Glens Falls, Great Neck, Kingston, Lake Placid, Melville, New Rochelle, New York City, Riverhead, Ronkonkoma, Tarrytown, White Plains | Bronx, Kings, Queens, Richmond, Suffolk |
| Ohio | Cincinnati | |
| Oregon | Bend, Lincoln City, Portland, Seaside | |
| Pennsylvania | Philadelphia | |
| Puerto Rico | All locations | |
| South Carolina | Charleston | |
| Tennessee | Brentwood, Franklin, Nashville | |
| Utah | Moab, Park City | |
| Vermont | Burlington, Manchester, Stowe, White River Junction | |
| Virginia | Alexandria, Fairfax, Falls Church | Arlington, Fairfax |
| Washington | Everett, Lynnwood, Ocean Shores, Pasco, Port Angeles, Port Townsend, Richland, Seattle, Spokane, Tacoma, Vancouver | |
| Wyoming | Jackson, Pinedale | |