

TRAVEL COSTS

Hotel, Parking, and Mileage Rates are established and issued under the authority of the Indiana Department of Administration, which is the controlling agency concerning reimbursable travel costs incurred by or for all other State agencies, including persons under contract with the State. Invoices must accompany all project claims for reimbursement. Mileage logs must be included for mileage reimbursement.

As of the date of this document, the following rates are in effect:

- The current in-state lodging rate is \$89 per night plus all applicable tax, with the exception of Indianapolis, which is \$97 a night plus all applicable tax.
- The maximum base rate for airport parking is \$9.00 a day, however if the facility charges airport fees and gas surcharges those may be reimbursed with an itemized receipt.
- The mileage reimbursement rate is \$0.44 per mile for all business (direct project) miles driven.

For further information or verification of current rates regarding travel costs, refer to the Indiana Department of Administration website at <http://www.in.gov/idoa/2459.htm>.

The joint ACEC/INDOT Finance Task Group have agreed to the following treatment of mileage costs to be included in the calculation of the indirect cost rate:

Mileage costs allowable under either the Federal Travel Regulations or State policy will be considered allowable for the calculation of the indirect cost rate. This policy will be applied to all indirect cost submissions whether for a fiscal or calendar year.

The IRS standard 2010 mileage rate of .50/mile or applicable published current rate will be accepted for indirect use of either company owned or leased vehicles, or for reimbursement to employees for indirect business use of their personal vehicles. See irs.gov for rates applicable to each year. Also refer to the mileage worksheet on the Audit Information website.