

COMMONWEALTH TRAVEL AND SUBSISTENCE RATES

The following rates established by the Department for its Contractors shall apply.

TRAVEL

The mileage allowance shall be 37.5 cents per mile for the miles incurred by the Contractor's employees in driving their personal vehicle. Travel cost will only be allowed in the performance of this contract when a travel line item provides for such cost in the contract's budget.

LODGING

Lodging costs are limited to \$28.00 (plus tax) per night in cities of less than 100,000 population and \$33.00 (plus tax) per night within a 25 mile radius of cities of more than 100,000 population. If these rates are not available to the Contractor, the lowest price available through 3 telephone bids will be acceptable.

SUBSISTENCE - OVERNIGHT TRAVEL

Reimbursement for meals and other subsistence expenses is allowed to a maximum of \$28.00, which includes tips, for each 24 hour period spent in continuous overnight travel status. The 24 hour period begins at any time of day or night that the Contractor leaves headquarters or residence on official business.

Overnight travel not part of a full 24 hour period will be divided into 6 hour periods. Contractor on overnight travel status under these conditions will be eligible for an allowance of \$7.00 for each 6 hour period or more than half thereof.

NON-OVERNIGHT TRAVEL

No subsistence payments for non-overnight travel.

DOCUMENTATION

Itemized receipts for travel and subsistence must be on file to support reimbursement.