

MANAGEMENT DIRECTIVE

230.15
Amended
Number

COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE

Subject:

Continental United States High Cost Subsistence Allowances

By Direction Of:


Joseph S. Martz, Secretary of Administration

Date:

March 29, 2007

By Direction Of:


Michael J. Masch, Secretary of the Budget

This directive revises subsistence allowances for employees traveling on official Commonwealth business in high cost areas. Revisions are based on the revised Appendix A of the federal *Travel Regulations*. Marginal dots have been excluded due to major changes.

The change in subsistence rates is effective April 1, 2007.

1. PURPOSE. To establish maximum daily subsistence allowances for employees traveling on official Commonwealth business in Continental United States (CONUS) high cost areas.

2. SCOPE. This directive applies to all officials and employees meeting the applicability requirements of *Management Directive 230.10, Travel and Subsistence Allowances*.

3. POLICY.

a. The CONUS high cost areas and applicable maximum daily subsistence allowances will be established by the Bureau of Financial Management, Office of the Budget, using as a guideline the subsistence allowances for CONUS which appear in the *Federal Travel Regulations, Appendix A to Chapter 301, Prescribed Maximum Per Diem Rates for CONUS*.

b. The maximum daily subsistence allowances approved for CONUS high cost areas may not exceed those appearing in Enclosure 1. Exemptions to the enclosed high cost CONUS subsistence allowances may be granted by the Commonwealth Comptroller.

c. For all CONUS areas not listed in the Enclosure, the travel and subsistence allowance will be the amount published in *Management Directive 230.10, Travel and Subsistence Allowances*.

4. DEFINITIONS.

a. CONUS high cost area. Geographic areas within the 48 contiguous states and the District of Columbia identified in the Enclosure.

b. SAP Region Code. The SAP Region Code represents the city or county where the travel expense was incurred and determines the maximum daily subsistence allowance that may be claimed in accordance with the Enclosure.

c. Federal Travel Regulation. A report prepared for the federal government by the General Services Administration which includes lodging and miscellaneous and incidental expense allowances for CONUS high cost areas.

d. Maximum daily subsistence allowance. The maximum daily allowance for meals and tips for employees traveling on official Commonwealth business in CONUS high cost areas.

5. RESPONSIBILITIES.

a. Traveler will use the enclosed table to identify the SAP Region Code that most accurately reflects the area where the expense was incurred and insert the appropriate SAP Region Code on the travel expense report in accordance with *Management Directive 230.10, Travel and Subsistence Allowances*.

b. Agencies will identify and submit needed exception requests to the Bureau of Commonwealth Payroll Operations (BCPO) to request reimbursement of subsistence allowances that are higher than those shown in the Enclosure.

c. Bureau of Commonwealth Payroll Operations (BCPO) will:

(1) Receive, review, and make recommendations when an agency requests subsistence allowances that are higher than those shown in the Enclosure.

(2) Forward agency request with recommendation to the Commonwealth Comptroller, who will review and approve or disapprove all requests for CONUS subsistence allowances that exceed the rates shown in the Enclosure.

d. Bureau of Financial Management (BFM) will periodically update the CONUS high cost subsistence allowances.

6. PROCEDURES.

a. Agency. Determines if there is a need to request subsistence amounts greater than those listed in the Enclosure and submits memo to BCPO in advance of scheduled trip requesting special CONUS subsistence allowance. Memo should include the traveler's name, employee number, dates for which the special CONUS allowance will be required, purpose of the trip, and a complete explanation of the need for higher subsistence.

b. BCPO. Reviews request for special CONUS subsistence amount greater than the amount listed in the Enclosure. Submits the request to the Commonwealth Comptroller with a recommendation for approval or denial.

c. Commonwealth Comptroller. Reviews request and justification to determine the action to be taken. Returns the approved or disapproved request to BCPO.

d. BCPO. Notifies agency of approval or disapproval.

e. Agency. Ensures travel expense report complies with the exception approval or disapproval prior to submission to BCPO for review and processing.

Note - The pdf attachment includes the following:

Enclosure:

1 - CONUS Subsistence Allowances

This directive replaces, in its entirety, Management Directive 230.15 dated June 6, 2002.

CONUS SUBSISTENCE ALLOWANCES

KEY CONUS CITIES AND SAP REGION CODE	COUNTY AND/OR OTHER DEFINED LOCATION AND SAP REGION CODE	MAXIMUM DAILY SUBSISTENCE ALLOWANCE	PARTIAL DAY ALLOWANCE*
CONUS , Standard Rate (applies to all locations within CONUS except as listed below).		\$ 36.00	\$ 9.00
ALABAMA			
Birmingham (AL005)	Jefferson (AL001)	41.00	10.25
Huntsville (AL007)	Madison (AL003) and Limestone (AL009)	41.00	10.25
ARIZONA			
Flagstaff (AZ010)	Coconino (AZ003)	41.00	10.25
Kayenta (AZ004)	Navajo (AZ004)	51.00	12.75
Phoenix/Scottsdale (AZ011)	Maricopa (AZ005)	56.00	14.00
Sedona (AZ014)	City of Sedona (AZ014)	61.00	15.25
Tucson (AZ013)	Pima (AZ006)	46.00	11.50
ARKANSAS			
Hot Springs (AR003)	Garland (AR003)	46.00	11.50
Little Rock (AR002)	Pulaski (AR001)	51.00	12.75
CALIFORNIA			
Antioch/Brentwood/ Concord/Lafayette/ Martinez/Pleasant Hill/Richmond/San Ramon/Walnut Creek (CA001)	Contra Costa (CA001)	46.00	11.50
Bakersfield/Delano/China Lake (CA003)	Kern (CA003)	41.00	10.25
Barslow (CA041)/ Ontario (CA040)/ Victorville (CA042)	San Bernardino (CA013)	56.00	14.00
Benicia/Dixon/ Fairfield/Vacaville/ Vallejo (CA025)	Solano (CA025)	41.00	10.25
Clearlake (CA064)	Lake (CA064)	41.00	10.25
Death Valley (CA032)	Inyo (CA002)	46.00	11.50

Fresno (CA065)	Fresno (CA065)	51.00	12.75
Los Angeles (CA033)	Los Angeles (CA004)/ Orange (CA005)/ Ventura (CA006)	61.00	15.25
Mammoth Lakes (CA034)	Mono (CA007)	51.00	12.75
Mill Valley/San Rafael/Novato/Corte Madera/Sausalito/ Tiburon/Larkspur (CA008)	Marin (CA008)	51.00	12.75
Modesto (CA035)	Stanislaus (CA009)	46.00	11.50
Monterey (CA036)	Monterey (CA037)	61.00	15.25
Napa (CA010)	Napa (CA010)	61.00	15.25
Oakland (CA039)	Alameda (CA012)	56.00	14.00
Palm Springs (CA043)	Riverside (CA014)	56.00	14.00
Point Arena (CA044)/ Gualala (CA045)	Mendocino (CA015)	51.00	12.75
Redding (CA066)	Shasta (CA066)	41.00	10.25
Sacramento (CA046)	Sacramento (CA016)	56.00	14.00
San Diego (CA047)	San Diego (CA017)	61.00	15.25
San Francisco (CA048)	San Francisco (CA018)	61.00	15.25
San Luis Obispo (CA019)	San Luis Obispo (CA019)	51.00	12.75
San Mateo (CA049)/ Foster City/Belmont (CA020)	San Mateo (CA020)	51.00	12.75
Santa Barbara (CA051)	Santa Barbara (CA021)	56.00	14.00
Santa Cruz (CA052)	Santa Cruz (CA022)	51.00	12.75
Santa Monica (CA053)	City Limits of Santa Monica (CA053)	61.00	15.25
Santa Rosa (CA054)	Sonoma (CA024)	61.00	15.25
South Lake Tahoe (CA055)	El Dorado (CA026)	51.00	12.75
Stockton (CA067)	San Joaquin (CA067)	41.00	10.25
Sunnyvale (CA056)/ Palo Alto (CA057)/ San Jose (CA058)	Santa Clara (CA027)	56.00	14.00
Tahoe City (CA059)	Placer (CA028)	56.00	14.00
Truckee (CA060)	Nevada (CA029)	56.00	14.00

Visalia (CA061)/ Lemoore (CA068)	Tulare (CA030) and Kings (CA068)	46.00	11.50
West Sacramento (CA069)	Yolo (CA069)	41.00	10.25
Yosemite National Park (CA062)	Mariposa (CA031)	61.00	15.25
COLORADO			
Aspen (CO019)	Pitkin (CO001)	61.00	15.25
Boulder (CO020)/ Broomfield (CO034)	Boulder (CO002) and Broomfield (CO034)	51.00	12.75
Colorado Springs (CO021)	El Paso (CO003)	41.00	10.25
Crested Butte/ Gunnison (CO011)	Gunnison (CO011)	46.00	11.50
Denver (CO023)/ Aurora (CO012)	Adams (CO006)/ Arapohoe (CO007)/ Denver (CO008)/ Jefferson (CO012) counties	46.00	11.50
Douglas County (CO033)	Douglas (CO033)	51.00	12.75
Durango (CO024)	La Plata (CO009)	46.00	11.50
Fort Collins (CO025)/ Loveland (CO035)	Larimer (CO035)	41.00	10.25
Glenwood Springs (CO036)/Grand Junction (CO037)	Garfield (CO036)/ Mesa (CO037)	46.00	11.50
Silverthorne (CO028) /Breckenridge (CO015)	Summit (CO015)	51.00	12.75
Steamboat Springs (CO030)	Routt (CO016)	51.00	12.75
Telluride (CO031)	San Miquel (CO017)	56.00	14.00
Vail (CO032)	Eagle (CO018)	61.00	15.25
CONNECTICUT			
Bridgeport (CT001)/ Danbury (CT007)	Fairfield (CT002)	61.00	15.25
Cromwell/Old Saybrook (CT012)	Middlesex (CT012)	41.00	10.25
Hartford (CT008)	Hartford (CT003)	46.00	11.50
Lakeville (CT009)/ Salisbury (CT010)	Litchfield (CT004)	61.00	15.25
New Haven (CT011)	New Haven (CT005)	61.00	15.25

New London (CT006)/ Groton (CT013)	New London (CT013)	61.00	15.25
Putnam/Danielson (CT014)/Storrs/ Mansfield (CT015)	Windham (CT014)/ Tolland (CT015)	56.00	14.00
DELAWARE			
Dover (DE004)	Kent (DE001)	41.00	10.25
FLORIDA			
Cocoa Beach (FL028)	Brevard (FL002)	41.00	10.25
Fort Lauderdale (FL030)	Broward (FL004)	51.00	12.75
Fort Meyers (FL031)	Lee (FL005)	46.00	11.50
Fort Pierce (FL032)	Saint Lucie (FL006)	46.00	11.50
Fort Walton Beach (FL033)/De Funiak Springs (FL007)	Okaloosa (FL007) and Walton (FL054)	41.00	10.25
Gainesville (FL034)	Alachua (FL008)	41.00	10.25
Jacksonville (FL036)/ Jacksonville Beach/ Mayport (FL010)/ Fernandina Beach/ Atlantic Beach (FL055)	Duval/City of Jacksonville (FL010) And Nassau (FL055)	46.00	11.50
Key West (FL038)	Monroe (FL011)	61.00	15.25
Leesburg (FL056)	Lake (FL056)	41.00	10.25
Miami (FL041)	Miami-Dade (FL014)	56.00	14.00
Naples (FL042)	Collier (FL015)	61.00	15.25
Ocala (FL057)	Marion (FL057)	41.00	10.25
Orlando (FL043)	Orange (FL016)	46.00	11.50
Palm Beach (FL044)	Boca Raton/Delray Beach/ Jupiter/Palm Beach Gardens/Palm Beach/Palm Beach Shores/Singer/ Island and West Palm Beach (FL044)	61.00	15.25
Panama City (FL045)	Bay (FL018)	46.00	11.50
Pensacola/Pensacola Beach (FL058)	Escambia (FL058)	46.00	11.50
Punta Gorda (FL046)	Charlotte (FL019)	41.00	10.25
Sarasota (FL047)	Sarasota (FL020)	46.00	11.50
St. Augustine (FL048)	Saint Johns (FL021)	51.00	12.75
Stuart (FL049)	Martin (FL022)	46.00	11.50

Tallahassee (FL050)	Leon (FL023)	41.00	10.25
Tampa (FL051)/St. Petersburg (FL053)	Hillsborough (FL024) and Pinellas (FL025)	51.00	12.75
Vero Beach (FL052)	Indian River (FL026)	46.00	11.50
GEORGIA			
Atlanta (GA012)	Fulton (GA003)/DeKalb (GA008) and Cobb (GA005)	46.00	11.50
Duluth/Norcross/Lawrenceville/Braselton (GA004)	Gwinnett (GA004)	41.00	10.25
Jekyll Island/Brunswick (GA016)	Glynn (GA016)	46.00	11.50
Savannah (GA015)	Chatham (GA009)	46.00	11.50
IDAHO			
Boise (ID007)	Ada (ID001)	46.00	11.50
Coeur D'Alene (ID008)	Kootenai (ID002)	56.00	14.00
Ketchum (ID009)/Sun Valley (ID006)	Blaine (ID003)	56.00	14.00
ILLINOIS			
Bolingbrook/Romeoville/Lemont/Lockport/Homer Glen/Mokena/New Lenox (IL005)	Will (IL005)	41.00	10.25
Chicago (IL004)	Cook (IL001) and Lake (IL002)	61.00	15.25
Elgin/Aurora (IL006)	City of Elgin/Kane (IL006)	41.00	10.25
Oak Brook Terrace (IL003)	Dupage (IL003)	46.00	11.50
Springfield (IL007)	Sangamon (IL007)	46.00	11.50
INDIANA			
Bloomington (IN015)	Monroe (IN015)	41.00	10.25
Brownsburg/Plainfield (IN016)	Hendricks (IN016)	41.00	10.25
Hammond/Munster/Merrillville (IN017)	Lake (IN017)	41.00	10.25
Indianapolis (IN009)/Carmel (IN008)	Marion (IN002)/Hamilton (IN001)	41.00	10.25
Nashville (IN012)	Brown (IN005)	46.00	11.50
South Bend (IN013)	St. Joseph (IN006)	41.00	10.25

Valparaiso (IN014)/ Burlington Beach (IN007)	Porter (IN007)	46.00	11.50
IOWA			
Des Moines (IA004)	Polk (IA002)	41.00	10.25
KANSAS			
Kansas City (KS004)/ Overland Park (KS003)	Wyandotte (KS005) and Johnson (KS001)	41.00	10.25
Wichita (KS006)	Sedgwick (KS002)	46.00	11.50
KENTUCKY			
Boone County (KY005)	Boone (KY005)	41.00	10.25
Kenton County (KY001)	Kenton (KY001)	41.00	10.25
Lexington (KY006)	Fayette (KY006)	46.00	11.50
Louisville (KY004)	Jefferson (KY002)	46.00	11.50
LOUISIANA			
Baton Rouge (LA010)	East Baton Rouge Parish (LA001)	41.00	10.25
Covington/Slidell (LA018)	St. Tammany Parish (LA018)	46.00	11.50
New Orleans (LA013)	Orleans (LA004)/ St. Bernard (LA005)/ Jefferson (LA007) and Plaquemine (LA006) Parishes	56.00	14.00
Shreveport (LA015)	Caddo (LA008) and Bossier (LA016) Parishes	41.00	10.25
MAINE			
Bar Harbor (ME008)	Hancock (ME001)	46.00	11.50
Kennebunk (ME010)/ Kittery/Sanford (ME003)	York (ME003)	51.00	12.75
Portland (ME011)	Cumberland (ME005)/ Sagadahoc (ME002)	41.00	10.25
Rockport (ME012)	Knox (ME006)	46.00	11.50
MARYLAND			
Aberdeen/Bel Air/ Belcamp/Edgewood (MD011)	Harford (MD011)	41.00	10.25
Annapolis (MD012)	Anne Arundel (MD001)	61.00	15.25

Baltimore City (MD013)	Baltimore City (MD013)	56.00	14.00
Baltimore County (MD002)	Baltimore (MD002)	51.00	12.75
Cambridge/St. Michaels (MD020)	Dorchester and Talbot (MD009)	51.00	12.75
Columbia (MD014)	Howard (MD003)	46.00	11.50
Ocean City (MD019)	Worcester (MD008)	61.00	15.25
Washington DC Metro Area (MD010 or MD021)	Montgomery (MD010) and Prince Georges (MD021)	61.00	15.25
MASSACHUSETTS			
Andover (MA016)	Essex (MA001)	56.00	14.00
Boston (MA017)/ Cambridge (MA018)	Suffolk (MA002)/City of Cambridge (MA018)	61.00	15.25
Burlington/Woburn (MA003)	Middlesex (MA003)	56.00	14.00
Falmouth (MA004)	City Limits of Falmouth (MA004)	46.00	11.50
Hyannis (MA019)	Barnstable (MA005)	56.00	14.00
Martha's Vineyard (MA020)	Dukes (MA007)	61.00	15.25
Nantucket (MA021)	Nantucket (MA008)	61.00	15.25
Pittsfield (MA024)	Berkshire (MA011)	56.00	14.00
Plymouth/Taunton/ New Bedford (MA012 or MA029)	Plymouth (MA012)/ Bristol (MA029)	51.00	12.75
Quincy (MA026)	Norfolk (MA013)	41.00	10.25
Springfield (MA027)	Hampden (MA014)	41.00	10.25
Worcester (MA028)	Worcester (MA015)	46.00	11.50
MICHIGAN			
Ann Arbor (MI022)	Washtenaw (MI001)	41.00	10.25
Benton Harbor/ St. Joseph/Stevensville (MI044)	Berrien (MI044)	46.00	11.50
Charlevoix (MI023)	Charlevoix (MI002)	46.00	11.50
Detroit (MI024)	Wayne (MI003)	46.00	11.50
Frankenmuth (MI027)	Saginaw (MI005)	41.00	10.25
Holland (MI031)	Ottawa (MI009)	41.00	10.25
Kalamazoo/Battle Creek (MI045 or MI046)	Kalamazoo (MI045)/ Calhoun (MI046)	41.00	10.25

Mackinac Island (MI033)	Mackinac (MI012)	46.00	11.50
Mount Pleasant (MI035)	Isabella (MI014)	41.00	10.25
Petoskey (MI036)	Emmet (MI015)	51.00	12.75
Pontiac (MI037)/ Auburn Hills (MI039)	Oakland (MI016)	41.00	10.25
Traverse City (MI042) and Leland (MI032)	Grand Traverse (MI020) and Leelanau (MI011)	41.00	10.25
MINNESOTA			
Coon Rapids/Ramsey (MN001)	Anoka (MN001)	41.00	10.25
Duluth (MN006)	St. Louis (MN002)	46.00	11.50
Eagan/Burnsville/ Mendota Heights/ Lakeville/Inver Grove Heights (MN010)	Dakota (MN010)	46.00	11.50
Minneapolis (MN007)/ St. Paul (MN008)	Hennepin (MN003) and Ramsey (MN004)	61.00	15.25
Rochester (MN009)	Olmsted (MN005)	41.00	10.25
MISSISSIPPI			
Gulfport/Biloxi (MS002)	Harrison (MS005)	41.00	10.25
Robinsonville (MS006)	Tunica (MS003)	41.00	10.25
Starkville (MS007)	Oktibbeha (MS007)	41.00	10.25
MISSOURI			
Kansas City (MO008)	Jackson (MO003)/Clay (MO002)/Cass and Platte (MO004)	46.00	11.50
Osage Beach/ St. Robert/ Ft. Leonardwood (MO010 or MO011 or MO012)	Camden (MO010)/Miller (MO011)/Pulaski (MO012)	46.00	11.50
St. Louis (MO009)	St. Louis (MO006)/St. Louis City and St. Charles (MO005)	56.00	14.00
MONTANA			
Big Sky (MT003)/ Yellowstone (MT001)	Gallatin (MT001)	46.00	11.50
Butte (MT002)	Silver Bow (MT002)	41.00	10.25

Helena (MT004)	Lewis and Clark (MT004)	41.00	10.25
Missoula/Polson/ Kalispell (MT005 or MT006 or MT007)	Missoula (MT005)/Lake (MT006)/Flathead (MT007)	41.00	10.25
NEBRASKA			
Omaha (NE001)	Douglas (NE002)	46.00	11.50
NEVADA			
Incline Village (NV001)/Crystal Bay (NV002)/Reno/Sparks (NV007)	Washoe (NV007)	46.00	11.50
Las Vegas (NV005)	Clark (NV003)	61.00	15.25
Stateline (NV004)/ Carson City (NV008)	Douglas (NV004)/Carson City Counties (NV008)	61.00	15.25
NEW HAMPSHIRE			
Concord (NH009)	Merrimack (NH001)	41.00	10.25
Conway (NH010)	Carroll (NH002)	46.00	11.50
Durham (NH015)	Strafford (NH015)	41.00	10.25
Lebanon/Lincoln/ Lebanon/Franconia/ Hanover/Holderness/ Sunapee/Waterville Valley/North Woodstock/Plymouth (NH003 or NH004)	Grafton (NH003) and Sullivan (NH004)	46.00	11.50
Manchester (NH013)	Hillsborough (NH006)	41.00	10.25
Portsmouth (NH008)	Rockingham (NH007)	41.00	10.25
NEW JERSEY			
Atlantic City (NJ019)/ Ocean City (NJ012)/ Cape May (NJ020)	Atlantic (NJ001) and Cape May (NJ002)	51.00	12.75
Belle Mead (NJ031)	Somerset (NJ014)	41.00	10.25
Cherry Hill (NJ021)/ Moorestown (NJ023)	Camden (NJ003) and Burlington (NJ004)	41.00	10.25
Eatontown/Freehold (NJ007)	Monmouth (NJ005)	46.00	11.50
Edison/Piscataway (NJ015)	Middlesex (NJ015)	41.00	10.25
Newark (NJ026)	Essex (NJ009)/Bergen (NJ008)/Hudson (NJ010) and Passaic (NJ011)	46.00	11.50
Parsippany (NJ027)	Morris (NJ013)	46.00	11.50

Princeton (NJ032)/ Trenton (NJ033)	Mercer (NJ016)	41.00	10.25
Springfield/Cranford/ New Providence/ Westfield/Clark/ Summit/Linden (NJ018)	Union (NJ018)	46.00	11.50
NEW MEXICO			
Albuquerque (NM005)	Bernalillo (NM001)	46.00	11.50
Los Alamos (NM006)	Los Alamos (NM002)	46.00	11.50
Santa Fe (NM007)	Santa Fe (NM003)	56.00	14.00
Taos (NM008)	Taos (NM004)	56.00	14.00
NEW YORK			
Albany (NY026)	Albany (NY025)	46.00	11.50
Buffalo (NY027)	Erie (NY001)	51.00	12.75
Floral Park/Garden City/Glen Cove/Great Neck (NY033)/Roslyn (NY007)	Nassau (NY007)	61.00	15.25
Glens Falls (NY028)	Warren (NY002)	46.00	11.50
Ithaca (NY029)/ Waterloo (NY043)/ Romulus (NY044)	Tompkins (NY003) and Seneca (NY020)	41.00	10.25
Kingston (NY030)	Ulster (NY004)	46.00	11.50
Lake Placid (NY031)	Essex (NY005)	51.00	12.75
Manhattan (NY032) (includes The Boroughs of Manhattan/Brooklyn (NY018)/The Bronx (NY017) and Staten Island (NY040)	The Boroughs of Manhattan (NY006)/Brooklyn/The Bronx and Richmond County (NY013)	61.00	15.25
Niagara Falls (NY034)	Niagara (NY008)	41.00	10.25
Nyack (NY035)/ Palisades (NY036)	Rockland (NY009)	46.00	11.50
Poughkeepsie (NY037)	Dutchess (NY010)	51.00	12.75
Queens (NY019)	Queens (NY022)	56.00	14.00
Riverhead/ Ronkonkoma/ Melville/Smithtown/ Huntington Station/ Amagansett/East Hampton/Montauk/ Southampton/ Islandia/Commack/ Medford/Stony Brook/Hauppauge/ Centereach (NY014)	Suffolk (NY014)	61.00	15.25
Rochester (NY038)	Monroe (NY011)	41.00	10.25

Saratoga Springs (NY039)/Schenectady (NY012)	Saratoga (NY012) and Schenectady (NY024)	41.00	10.25
Syracuse (NY041)	Onondaga (NY015)	41.00	10.25
Tarrytown (NY042)/ White Plains (NY023)/ New Rochelle/ Yonkers (NY016)	Westchester (NY016)	56.00	14.00
West Point (NY046)	Orange (NY047)	41.00	10.25
NORTH CAROLINA			
Asheville (NC023)	Buncombe (NC023)	46.00	11.50
Atlantic Beach/ Morehead City (NC024)	Carteret (NC024)	46.00	11.50
Chapel Hill (NC011)	Orange (NC001)	46.00	11.50
Charlotte (NC012)	Mecklenburg (NC002)	46.00	11.50
Durham (NC020)	Durham (NC008)	46.00	11.50
Greensboro (NC014)	Guilford (NC004)	41.00	10.25
Kill Devil (NC015)	Dare (NC005)	51.00	12.75
New Bern (NC016)/ Havelock (NC017)	Craven (NC006)	41.00	10.25
Raleigh (NC018)	Wake (NC007)	51.00	12.75
Wilmington (NC021)	New Hanover (NC009)	46.00	11.50
Winston-Salem (NC022)	Forsyth (NC010)	41.00	10.25
OHIO			
Akron (OH012)	Summit (OH001)	46.00	11.50
Canton (OH025)	Stark (OH025)	41.00	10.25
Cincinnati (OH014)	Hamilton (OH003)and Clermont (OH026)	51.00	12.75
Cleveland (OH015)	Cuyahoga (OH005)	51.00	12.75
Columbus (OH016)	Franklin (OH006)	46.00	11.50
Dayton/Fairborn (OH017)	Greene (OH007)/Darke (OH027) and Montgomery (OH028)	41.00	10.25
Hamilton (OH019)	Butler (OH009) and Warren (OH004)	46.00	11.50
Mentor (OH023)	Lake (OH023)	41.00	10.25
Port Clinton (OH020)	Ottawa (OH010)	41.00	10.25
Toledo (OH024)	Lucas (OH024)	41.00	10.25
OKLAHOMA			
Oklahoma City (OK002)	Oklahoma (OK001)	46.00	11.50
Tulsa (OK003)	Tulsa (OK003)/Creek (OK004)/Osage (OK005) and Rogers (OK006)	41.00	10.25

OREGON			
Ashland (OR011)/ Crater Lake (OR015)	Jackson (OR001)/ Klamath (OR005)	41.00	10.25
Beaverton (OR012)	Washington (OR002)	41.00	10.25
Bend (OR013)	Deschutes (OR003)	41.00	10.25
Eugene/Florence (OR004)	Lane (OR004)	41.00	10.25
Lincoln City (OR017)	Lincoln (OR008)	46.00	11.50
Portland (OR019)	Multnomah (OR009)	46.00	11.50
Seaside (OR020)	Clatsop (OR010)	51.00	12.75
PENNSYLVANIA			
Allentown/Easton (PA023)/ Bethlehem (PA019)	Lehigh (PA019) and Northampton (PA003)	41.00	10.25
Warminster (PA034)	Bucks (PA012)	56.00	14.00
Chambersburg (PA036)	Franklin (PA036)	41.00	10.25
Chester (PA017)/ Radnor/Essington (PA001)	Delaware (PA001)	41.00	10.25
Gettysburg (PA024)	Adams (PA004)	51.00	12.75
Harrisburg (PA025)	Dauphin (PA005)	41.00	10.25
Hershey (PA026)	City of Hershey (PA026)	41.00	10.25
Lancaster (PA029)	Lancaster (PA007)	46.00	11.50
Malvern/Frazer/ Berwyn/Phoenixville (PA002)	Chester (PA002)	46.00	11.50
Mechanicsburg (PA030)	Cumberland (PA008)	51.00	12.75
King of Prussia (PA028)	Montgomery (PA006)	56.00	14.00
Philadelphia (PA031)	Philadelphia (PA009)	61.00	15.25
Pittsburgh (PA032)	Allegheny (PA010)	51.00	12.75
Reading (PA033)	Berks (PA011)	41.00	10.25
State College (PA040)	Centre (PA040)	41.00	10.25
RHODE ISLAND			
East Greenwich (RI004)/Warwick/ North Kingstown (RI001 or RI007)	Kent (RI001) and Washington (RI007)	46.00	11.50
Jamestown/ Middletown/Newport			

(RI005)	Newport (RI002)	61.00	15.25
Providence (RI006)	Providence (RI003)	51.00	12.75
SOUTH CAROLINA			
Charleston (SC006)	Charleston (SC002)/ Berkeley (SC001) and Dorchester (SC010)	51.00	12.75
Columbia (SC011)	Richland (SC011)	41.00	10.25
Greenville (SC007)	Greenville (SC003)	46.00	11.50
Hilton Head (SC008)	Beaufort (SC004)	51.00	12.75
Myrtle Beach (SC009)	Horry (SC005)	51.00	12.75
SOUTH DAKOTA			
Rapid City (SD002)	Pennington (SD001)	41.00	10.25
Sturgis/Spearfish (SD003 or SD004 or SD005)	Meade (SD003)/ Butte (SD004) and Lawrence (SD005)	41.00	10.25
TENNESSEE			
Brentwood/Franklin (TN008)	Williamson (TN008)	46.00	11.50
Chattanooga (TN009)	Hamilton (TN009)	41.00	10.25
Gatlinburg (TN005)/ Townsend (TN004)	Sevier (TN001) and Blount (TN004)	46.00	11.50
Knoxville (TN010)	Knox (TN010)	46.00	11.50
Memphis (TN006)	Shelby (TN002)	46.00	11.50
Nashville (TN007)	Davidson (TN003)	51.00	12.75
TEXAS			
Arlington/Fort Worth (TX007)/ Grapevine (TX001)	Tarrant County and the City Limits of Grapevine (TX001)	41.00	10.25
Austin (TX015)	Travis (TX002)	51.00	12.75
Corpus Christi (TX016)	Nueces (TX004)	41.00	10.25
Dallas (TX017)	Dallas (TX005)	56.00	14.00
El Paso (TX018)	El Paso (TX006)	41.00	10.25
Galveston (TX019)	Galveston (TX008)	46.00	11.50
Houston and L.B. Johnson Space Center (TX020)	Montgomery (TX014)/Fort Bend (TX025) and Harris (TX009)	56.00	14.00
Laredo (TX026)	Webb (TX026)	41.00	10.25
McAllen (TX021)	Hidalgo (TX010)	41.00	10.25
Plano (TX022)	Collin (TX011)	46.00	11.50
Round Rock (TX027)	Williamson (TX027)	41.00	10.25
San Antonio (TX023)	Bexar (TX012)	51.00	12.75

South Padre Island (TX013)	Cameron (TX013)	41.00	10.25
UTAH			
Ogden (UT010)	Weber (UT004)	41.00	10.25
Park City (UT012)	Summit (UT005)	61.00	15.25
Provo (UT013)	Utah (UT006)	46.00	11.50
Salt Lake City (UT014)	Salt Lake (UT007) and Tooele (UT015)	51.00	12.75
VERMONT			
Burlington (VT006)/ St. Albans (VT007)	Chittenden (VT001) and Franklin (VT002)	46.00	11.50
Manchester (VT008)	Bennington (VT003)	56.00	14.00
Montpelier (VT011)	Washington (VT011)	51.00	12.75
Stowe (VT012)	Lamoille (VT012)	61.00	15.25
White River Junction (VT010)	Windsor (VT005)	51.00	12.75
VIRGINIA			
Charlottesville (VA001)	City of Charlottesville/ Albemarie (VA019)	41.00	10.25
Chesapeake (VA011)/ Suffolk (VA029)	Cities of Chesapeake and Suffolk (VA029)	41.00	10.25
Chesterfield (VA004)/ Henrico (VA005) Counties	Chesterfield (VA004)/ Henrico (VA005)	46.00	11.50
Hampton City (VA014)/Newport News (VA015)	Cities of Hampton City (VA014) and Newport News (VA015)	41.00	10.25
James City and York Counties, Williamsburg (VA013)	James City and York Counties (VA017), City of Williamsburg (VA013)	51.00	12.75
Loudoun County (VA030)	Loudoun (VA030)	56.00	14.00
Lynchburg (VA002)	Campbell/Lynchburg City (VA002)	41.00	10.25
Norfolk (VA009)/ Portsmouth (VA010)	Cities of Norfolk (VA009) and Portsmouth (VA010)	56.00	14.00
Richmond City (VA006)	City of Richmond (VA006)	51.00	12.75
Roanoke (VA007)	City Limits of Roanoke (VA007)	41.00	10.25
Spotsylvania County/ City of Fredericksburg			

(VA031)	Spotsylvania (VA031)	46.00	11.50
Stafford (VA032)/ Prince William (VA003) Counties	Stafford (VA032)/Prince William (VA003)	41.00	10.25
Virginia Beach County (VA008)	Virginia Beach (VA008)	51.00	12.75
Wallops Island (VA025)	Accomack (VA012)	46.00	11.50
Warrenton (VA033)	Fauquier (VA033)	41.00	10.25
Washington DC Metro Area	Cities of Alexandria (VA020), Fairfax (VA028) and Falls Church (VA027)/ Arlington (VA021) and Fairfax	61.00	15.25
WASHINGTON			
Anacortes (WA013)/ Camano Island/ Coupeville/Mount Vernon/La Conner/ Burlington/Friday Harbor (WA016)	Skagit (WA001)/Island (WA022)/San Juan (WA004)	56.00	14.00
Bremerton (WA014)	Kitsap (WA002)	56.00	14.00
Everett (WA015)/ Lynnwood (WA003)	Snohomish (WA003)	51.00	12.75
Ocean Shores (WA017)	Grays Harbor (WA006)	41.00	10.25
Olympia (WA018)/ Tumwater (WA019)	Thurston (WA007)	46.00	11.50
Port Angeles (WA008)/Port Townsend (WA020)	Clallam (WA011) and Jefferson (WA009)	56.00	14.00
Seattle (WA021)	King (WA010)	61.00	15.25
Spokane (WA023)	Spokane (WA012)	46.00	11.50
Tacoma (WA024)	Pierce (WA024)	56.00	14.00
WASHINGTON DC			
District of Columbia (DC000)	Washington DC (See also Maryland and Virginia)	61.00	15.25
WEST VIRGINIA			
Charleston (WV007)	Kanawha (WV002)	41.00	10.25
Huntington/ Barboursville (WV011 or WV012)	Cabell (WV011)/Wayne (WV012)	41.00	10.25

Morgantown (WV008)	Monongalia (WV003)	41.00	10.25
Shepherdstown (WV009)	Jefferson (WV004)	41.00	10.25
Wheeling (WV010)	Ohio (WV005)	41.00	10.25
WISCONSIN			
Appleton (WI015)	City of Appleton (WI015)	41.00	10.25
Brookfield (WI008)/ Racine (WI016)	Waukesha (WI001)/ Racine (WI016)	41.00	10.25
Green Bay (WI009)	Brown (WI002)	41.00	10.25
Lake Geneva (WI010)	Walworth (WI003)	51.00	12.75
Madison (WI011)	Dane (WI004)	51.00	12.75
Milwaukee (WI012)	Milwaukee (WI005)	41.00	10.25
Sheboygan (WI017)	Sheboygan (WI017)	41.00	10.25
Sturgeon Bay (WI013)	Door (WI006)	46.00	11.50
Wisconsin Dells (WI014)	Columbia (WI007)	61.00	15.25
WYOMING			
Cody (WY003)	Park (WY003)	41.00	10.25
Jackson (WY002)/ Pinedale (WY004)	Teton (WY001) and Sublette (WY004)	51.00	12.75

For areas not listed, see *Management Directive 230.10*.

Note: When employees in overnight travel status attend luncheon or dinner meetings (*Management Directive 230.10, paragraph 11.e.*) in these areas, the daily subsistence allowance will be apportioned according to the following percentages (rounded to the nearest \$.10) for meals provided at the meeting:

Breakfast	21%
Lunch	21%
Dinner	58%

***When overnight travel is not part of a full 24-hour period, the daily subsistence allowance will be apportioned in accordance with *Management Directive 230.10, paragraph 11.d.(2)*.**