CITY OF DOVER
(Adopted by City Council on 11/24/2003)

CITYWIDE TRAVEL POLICY

A. INTRODUCTION

1. Purpose

The purpose of this policy is to provide guidelines under which City of Dover employees, public officials, and appointees will be reimbursed for authorized travel expenses incurred in the conduct of business for the City of Dover, hereinafter referred to as "City". In addition to the guidelines, specific procedures with regard to incurring and reporting travel expenses are provided.

2. Scope

This policy shall apply to employees of the City of Dover, elected officials, boards, commissions and others, who are engaged in authorized travel and who expend City funds for travel purposes. The Mayor and Members of City Council are not required to submit a Travel Authorization and Completion Form, but are required to follow the financial and budget requirements of this policy.

While this policy does not cover every possible situation, it establishes adequate guidelines for employees and officials to make appropriate and consistent judgments regarding the expenditure of City funds for reimbursable expenses.

It remains the responsibility of city management to control and approve travel-related expenditures. The City Manager and Finance Director may impose more stringent rules when deemed appropriate or necessary.

The City Council and the Finance Department will periodically (at least annually) review the implementation of this Policy and will provide policy interpretations and assistance to ensure effective and efficient implementation. Any exceptions will be subject to approval by the Council and Finance Department. Exceptions will only be made in particular cases where adequate justification is presented. However, in the interest of achieving maximum uniformity, exceptions will be permitted only in highly unusual circumstances. The City Council and Finance Director may also, on a case-by case basis, approve reimbursements exceeding the guideline amounts referenced in this policy. In any such instance, a detailed explanation and substantiation (a receipt) is required. Enforcement of the travel policy will be the responsibility of the Finance Director.

3. Responsibility

a. Employee, Public Official, or Appointee
   - Comply with all provisions of this policy.
   - Obtain the necessary approvals in advance for overnight travel and out-of-state use of City vehicles. Provide a copy of the approval with the travel prepayment made by direct voucher.

- All expenses incurred in the course of City business are to be in accordance with the City's Administrative Policies and Rules of Ethics and must be paid solely from appropriated funds.
- Comply with the ten (10) working-day rule.

b. Department Manager/City Manager/Council Designee
   - Ensure compliance with this policy.
   - Review and approve each of their employees/official=s travel approval requests and reimbursable expenses.
   - Ensure sufficient funds are available for all anticipated expenses.

c. Signatures on the Travel Expense Report certify that the expenses were incurred by the employee/official requesting reimbursement for official City business, are reimbursable in accordance with this policy, and have not been reimbursed except as indicated on this form.

   Required signatures for expenses are:

   - Employee
   - Supervisor
   - Manager or Council Designee

B. TRAVEL AUTHORIZATION

All out-of-state travel that extends beyond one day shall be approved by the City Manager or Council Designee. All requests shall be made on the "Travel Authorization and Completion Form" (City of Dover - Form 047). A copy of the conference or meeting program shall be attached to the form. The authorization form should be submitted to the manager in a reasonable amount of time prior to the traveling day.

The Department Manager, City Manager, or Council designee may impose specific requirements as to the time the authorization form must be submitted prior to travel.

Employees and Officials traveling on official City business should be aware that the approval is for travel only, and is not a blanket approval of the expenses incurred.

C. AUTHORIZED TRAVEL AGENT

1. Definition

The authorized travel agent will be determined through a competitive bid process by the Finance Director. When it is determined to be more economically feasible, the Finance Director may approve an alternative travel agency or the employee or official may make travel arrangements directly.

D. TRANSPORTATION: COMMON CARRIER

1. General

All trips requiring the use of common carrier must be pre-approved by the appropriate approval authority.

The mode of travel must be justified on the basis of the most economical use of time of the personnel involved, the cost of optional travel modes, and the requirements of the trip.

All common carrier reservations must be consistent with reasonable business travel planning, common carrier will be booked at the lowest available fare. If the lowest available fare is turned down by the traveler, the traveler's explanation for the denial is to be provided with the travel authorization request.

Travelers should be advised to make travel reservations as far in advance as possible to attain the lowest fares, including non-refundable tickets. Travelers may not specify particular airlines or other carriers to accumulate mileage on promotional plans such as frequent flyer programs.

In order to take advantage of special discount rates (supersaver fares, etc.), payments to the travel agent or reimbursement to an employee may be made prior to a trip being taken under the following conditions:

a. Documentation of the substantial savings that will accrue to the City (i.e., supersaver discounts).
b. Employee's proof of payment on a statement from the travel agency or airline, other than credit card receipts.

Most airlines will not give refunds or partial refunds for supersaver airfares.

It is encouraged to examine the advantage of fares requiring early trip departure or delayed return. However, it is important to consider the additional cost of meals and lodging for the required extra day(s) stay when comparing cost.

2. Air Travel

a. Accommodations - When commercial airlines are used as a mode of travel, accommodations shall be coach/economy class unless some other class accommodations are more economical.

b. Routing of Travel - All travel will be by the most economical and direct routes.

In the event that a person travels by an indirect route for personal convenience, the extra expense shall be the responsibility of the individual. Reimbursement for expenses shall be based only on the cost of the most economical and direct route.

c. Conference Airfare Arrangements

When attending a conference, always check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and conferees are instructed to go directly to an airline or a specific travel agency to obtain the discount fare, all fare and file number information should be given to the authorized travel agency. The travel agent will then attempt to obtain the conference rate, government rate or lower rate, for the traveler. (See Section E.3. for Conference Lodging Arrangements) If a lower fare is not available, the conferees may make their travel arrangements directly utilizing the conference instructions.

3. Rail Travel

a. Accommodations

When it has been determined that rail travel is the most appropriate mode of transportation, the most economical class accommodations shall be utilized.

E. TRANSPORTATION: PASSENGER VEHICLES

1. City-Owned Vehicles

City-owned vehicles should be utilized for out-of-state travel when such use is the most practical and economical mode of transportation, including the cost of tolls, fuel and parking.

2. Privately-Owned Vehicles

a. The use of privately owned vehicles for out-of-City travel shall require prior approval of the appropriate department manager with approval authority. Reimbursement of private vehicle expenses shall be at the Standard Mileage Rate as set by the federal government for actual and necessary miles traveled. Beginning and ending odometer readings are required for the reimbursement for mileage.

In considering approval, the approval authority shall take into consideration the cost of alternative modes of travel and the cost of meals and lodging for the additional travel/transit days.

b. When two or more employees travel in a privately owned vehicle, only one mileage reimbursement shall be allowed.

3. Rental Cars

a. General

The use of a rental car when traveling out of state must be justified as an economical need and not as a matter of personal convenience. All rentals should be at the most economical rate per day including government rates or special rate agreements. When traveling in groups, sharing of cars, when practical, should be done to minimize costs. The city will not pay for the use of a rental car to accommodate family members or non-business associates traveling with the employee, public official, or appointee.

b. Vehicle Size

Whenever possible, compact cars shall be rented or reserved. However, if a larger size vehicle is more economical or more than two city travelers are traveling together the larger vehicle may be appropriate. Any representative of the City requesting an upgrade of the size of a rented vehicle shall provide a written explanation of their reasons. A receipt will also be required.

c. Insurance

(1) The optional insurance coverage offered by the car rental agency shall be declined when the traveler charges the rental car. The traveler will automatically receive primary coverage under the City blanket insurance policy for travel. When insurance is declined, the policy covers collision damage, theft, fire and vandalism. Reimbursements for additional or optional insurance coverage will not be allowed.

(2) Other. Travelers not covered under the blanket insurance policy may be covered by their personal automobile insurance policy or other personal credit cards. Travelers should check their automobile policy and credit card policy for business travel coverage and accept or decline additional coverage accordingly. Reimbursement for additional or optional insurance coverage will not be allowed without prior approval from the department approval authority.

d. Refueling Before Return

To avoid a refueling surcharge, all rental cars shall be refueled before returning the vehicle to the rental company. Any surcharges billed to the employee, public official, appointee, or City shall be explained in the reimbursement request.

e. Reservations

Car rental reservations shall be made through the travel agent whenever possible.

F. LODGING

1. General

City travelers are expected to seek accommodations that are comfortable, convenient, meet business and personal needs and offer good value.

2. Accommodations

a. Lodging accommodations for reasonably priced single occupancy rooms are reimbursable when the traveler is away from home overnight due to official travel.

b. Accommodations shared with family members or others not on official City business are reimbursable at the single occupancy rate only.

c. Accommodations shared with other state travelers should be billed and reimbursed to one traveler. When required, reimbursements to more than one traveler shall be based on a pro rata share as reported on each reimbursement request.

3. Conference Lodging Arrangements

Hotel reservations should be made through the travel agent whenever possible. When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rate provided, the employee/official should inform the travel agent, who will attempt to obtain the conference rate, government rate or lower rate, for the employee/official. If a lower rate is not available, the conferees should make their lodging arrangements directly utilizing the conference instructions.

4. Occupancy Tax

The City is exempt from the tax on occupancy of hotel, motel and tourist home rooms within Delaware only. When instate overnight accommodations are necessary, the employee should be provided with a copy of the Occupancy Tax Exemption Certificate (see Exhibit C) to be presented to the lodging facility. Tax on occupancy of hotels in other states must be paid.

G. MEAL ALLOWANCES

1. General

The City will pay for or reimburse an employee/official for the necessary and reasonable cost of meals incurred during out of state travel requiring overnight lodging.

Meal costs incurred over and above those provided as part of a registration fee are not reimbursable unless justified as a special circumstance (e.g. special meeting or diet restrictions).

There will not be any reimbursement for the meals when the meals are provided by the host organization and when meals are provided as part of the airfare.

Exceptions are to be approved by the City Manager and Finance Director.

Only per diem rates as prescribed by the Federal Government for official travel will be provided for meal allowance (Exhibit A).

2. Day Trips, In-state Travel and Before or After Hours

The meal allowance for day trips out of the City, not requiring overnight lodging. Assignments requiring overnight lodging may be approved as long as the amount does not exceed the allowances established. The meal allowance for working before or after hours as a general rule are not encouraged, but may be approved by the Finance Director on a case-by-case basis as long as the amount does not exceed the allowances established.

H. CASH ADVANCES

Travel advance checks will not be issued to employees, public officials, or appointees in the form of general disbursement checks. Employees, public officials, and appointees will be reimbursed for travel related expenses after the trip or event has been completed.

Employees, public officials, and appointees shall use the City purchase order when making travel arrangements when time permits. If there is a time constraint in processing a purchase order, a request for permitted use of the City credit card, accompanied by the proper documentation, will be sent to the Finance Department. Employees and officials are also encouraged to use a personal credit card and request reimbursement when they return. The City will pay in advance the following costs:

a. Conference/Training registration fees. Such payment will be made payable and mailed directly to the organization. This will be done through a purchase order submitted by the department after the trip is approved. A copy of the registration form describing the registration fees must be attached to the purchase order.

b. Airfare. The check will be made payable and mailed to the travel agency upon submission of a purchase order.

c. Lodging. The check will be made payable to the motel and will be given to the person for whom the lodging arrangements are made. The employee must provide the rates and information pertaining to applicable taxes in advance and submit a purchase order for the same.

d. Meal allowance.

e. Ground transportation to and from hotel, and airport parking when costs have been pre-determined by the Finance Director.

I. TRAVEL EXPENSE REIMBURSEMENT

1. General

A Travel Expense Report (City of Dover B Form 030) is due to Accounts Payable within **ten (10) working days** after travel or an expense is incurred. **(Ten working-day rule)**

a. Timely reimbursement can be assured only if an accurate, properly substantiated Travel Expense Report is received in Accounts Payable **ten (10) working days** after completion of the trip.

b. Failure to submit timely Travel Expense Reports after the completion of a trip will result in administrative action, such as notification to the department manager and denial of future travel requests.

Travel Expense Reports for local travel and related expenses are to be submitted at least monthly. In no case shall a reimbursement be made to an employee for travel or expenses incurred in excess of 90 days.

Note: This section pertains to only those travel expenses paid by the traveler; not to travel expenses directly billed to/paid by the City.

2. Receipt Requirements and Other Reimbursement Criteria

a. Tickets booked on common carriers (airline, rail or bus) require original copy of the paid invoice.

b. Hotel/motel bills shall be the original copy of hotel/motel billing marked paid, or paid invoice from travel agent if lodging was billed through the agency.

c. Ground transportation, including airport shuttle, taxi or public transit requires a receipt.

d. Car rental reimbursements require paid invoice from the rental company or travel agent if billed through agency.

e. Meals do not require receipts and are not reimbursable above the maximum daily/partial day per meal allowance.

Tips in excess of 15% will not be reimbursed.

When more than one City employee, public official, or appointee's meals are being reimbursed, the number and name of the individuals are to be submitted on a schedule itemizing the cost of each individual's meal and a receipt from the dining facility attached.

f. Hotel/motel related expenses should be documented identifying the date and the cost of each category with the following requirements:

(1) Out-of-pocket costs for incidental items such as baggage handling and maid service are reimbursable. Only per diem rates as prescribed by the Federal Government for official travel will be provided for incidental items (Exhibit A). Examples of these items are as follows:

- Porter(P), Doorman (DM)
- Bellhop (BH), Valet Parking Attendant (VP)
- Sky Cap (SC)
- Taxi (TD)
- Shuttle Driver (SD)
- Maid Service (MS)

(2) City-business related telephone calls are reimbursable as incurred and require a receipt from the telephone service provider or included on the hotel/motel billing invoice.

g. Lodging at campgrounds using traveler's camper or recreational vehicle is reimbursable at the actual cost, not to exceed the equivalent cost of hotel/motel lodging. Receipt is required.

h. Other Categories

Reimbursement for the following categories should be submitted on a schedule identifying the date, the cost and the category:

Hotel/airport parking and tolls for interstates, turnpike, bridges and/or ferries. Expenses per category per use shall require a receipt.

i. Gasoline and/or Other Supplies

Need for emergency repairs incidental to using a City-owned vehicle shall require a cash receipt or credit card receipt.

j. Reimbursements for travel expenses incurred without required receipts, as outlined, is strictly prohibited. A "no receipt - no reimbursement" policy applies. An affidavit for lost, stolen, etc. receipts is generally acceptable with approval by the Finance Director. (City of Dover B Form 061).

k. Internet Access Costs for city business shall not exceed $5 per day and must be substantiated with receipts and validation by the Information Technology Department.

l. Up to two (2) personal telephone calls not exceed $8 per trip.

3. Non- Reimbursable Expenses

The City shall not reimburse expenses for the following:

a. Alcoholic beverages are **strictly prohibited.**
b. In-room movies or pay television.
c. Theater tickets or nightclub entertainment.
d. Laundry.
e. Babysitting.
f. Related expenses of spouse, children and other persons accompanying the authorized employee/official.
g. Pleasure, historic or other tour related expenses. Expenses for business related tours would be reimbursed.
h. Donations and gifts made while at training, conference, or meeting.
i. Loss or damage of personal items.
j. Meals for other conference attendees.
k. Purchase of personal items.
l. Any parking or moving violation fines.
m. Any personal or pleasure travel while on City business.

J. CHARTER AND CODE OF CONDUCT

All City of Dover policies are to subject to the City of Dover Charter Part 1, Subpart A, Article II, Section 12 “Compensation and expenses - Mayor and Council and other elected or appointed officials”, whereas, “Members of the council, mayor and other elected or appointed officials shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by city ordinance or policy” and; Part II Code of Ordinances Chapter 2, Article 1, Division 4 “Code of Conduct”, which is “applicable to all elected and appointed officials and to all employees of the City of Dover.”

K. INTERNAL REVENUE CODE - DEFINITION OF PUBLIC OFFICIAL

Generally, if there is any provision in a public law which authorizes the employment of the individual, and the individual is hired or elected under this authority, the individual is considered an employee of the State or political subdivision to which the provision applies.

The following factors indicate that an office is a "public office".

1. The office was created by the constitution or through legislation, or by a municipality or other body with authority conferred by the legislature.
2. The office was delegated a portion of the powers of the government body.
3. The powers conferred and the duties to be discharged are defined either directly or indirectly law or through legislative authority.
4. The duties are being performed independently and without control of a superior power other than the law.
5. The office has some permanency and continuity, and the officer takes an official oath.

Examples of public officers are: the president and vice president; a governor or mayor; the secretary of state; a member of a legislative body, such as a state legislature, county commission, city council, school board, a judge; a justice of the peace; and members of advisory boards and committees.

L. REVIEW & REVISION

The City of Dover Travel Policy will be reviewed every three years by the City Council, City Manager, Finance Director, and City Clerk.

EXHIBITS

Exhibit A - General Service Administration Regulations - Per Diem Rates Travel Rates for Continental United States

Exhibit B - City of Dover Exemption Certificate Form

ADOPTED: NOVEMBER 24, 2003

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GENERAL SERVICES ADMINISTRATION (GSA) REGULATIONS

†Per Diem Travel Rates for the Continental United States (CONUS), 2004

The maximum rates listed below are set by the General Services Administration (GSA) for reimbursement of per diem expenses incurred during official travel within CONUS (the continental United States). The amount shown in column (a) is the maximum that will be reimbursed for lodging expenses including applicable taxes. The M&IE rate shown in column (b) is a fixed amount allowed for meals and incidental expenses covered by the per diem. The per diem payment for lodging expenses plus the M&IE rate may not exceed the maximum per diem rate shown in column (c). Seasonal rates apply during the periods indicated.

†The 2004 GSA CONUS rate schedule may include some typographical errors. It is reprinted from federal sources.

Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries." Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties."

†The column marked "FPLP" denotes locations for which the lodging per diem rate is set through the Federal Premier Lodging Program, an initiative through which the GSA enters into contracts with accommodations providers and sets lodging rates based on the prices negotiated (see ¶754).

When a military installation or government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the two rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.

Federal agencies may submit a request to GSA for review of the costs covered by per diem in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers' experiences indicate that the prescribed rate is inadequate. Other per diem localities listed in this appendix will be reviewed on an annual basis by GSA to determine whether rates are adequate. Requests for per diem rate adjustments shall be submitted by the agency headquarters office to the General Services Administration, Office of Governmentwide Policy, Attn: Travel and Transportation Management Policy Division (MTT), Washington, D.C. 20405. Agencies should designate an individual responsible for reviewing, coordinating, and submitting to GSA any requests from bureaus or subagencies. Requests for rate adjustments shall include a city designation, a description of the surrounding location involved (county or other defined area), and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request also must contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the locations. Agencies should submit their requests to GSA no later than May 1 in order for a city to be included in the annual review.

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate[4] (c)
Key city[1]	County and/or other[2,3] defined location	FPLP			
CONUS, Standard rate			$55	$31	$86
(Applies to all locations within CONUS not specifically listed below or encompassed by the boundary definition of a listed point. However, the standard CONUS rate applies to all locations within CONUS, including those defined below, for certain relocation subsistence allowances. See parts 302–2, 302–4, and 302–5 of this subtitle. Footnotes are found on p. 174.)					
ALABAMA					
Birmingham	Jefferson		59	43	102
Decatur	Morgan		69	35	104
Gulf Shores	Baldwin				
(May 15-September 4)			101	39	140
(September 5-May 14)			64	39	103
Huntsville	Madison	x	67	39	106
Montgomery	Montgomery	x	57	43	100
Tuscaloosa	Tuscaloosa		63	35	98

†Indicates new or revised material.

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate (c)
Key city	County and/or other defined location	FPLP			
ARIZONA					
Casa Grande	Pinal				
(January 1-April 30)			80	39	119
(May 1-December 31)			65	39	104
Chinle	Apache				
(May 1-October 31)			98	39	137
(November 1-April 30)			55	39	94
Flagstaff	All points in Coconino County not covered under Grand Canyon per diem area				
(May 1-October 31)			67	39	106
(November 1-April 30)			55	39	94
Grand Canyon	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County				
(May 1-October 21)			106	47	153
(October 22-April 30)			94	47	141
Kayenta	Navajo				
(April 15-October 15)			98	35	133
(October 16-April 14)			65	35	100
Phoenix/Scottsdale	Maricopa				
(January 1-April 15)		x	107	47	154
(April 16-May 31)		x	79	47	126
(June 1-August 31)		x	59	47	106
(September 1-December 31)		x	90	47	137
Tucson	Pima County; Davis-Monthan AFB				
(January 1-April 15)		x	85	43	128
(April 16-December 31)		x	58	43	101
Yuma	Yuma		68	39	107
ARKANSAS					
Hot Springs	Garland		60	35	95
Little Rock	Pulaski		72	39	111
CALIFORNIA					
Barstow/Ontario/Victorville	San Bernardino		84	43	127
Clearlake	Lake				
(May 5-September 30)			85	35	120
(October 1-May 4)			69	35	104
Contra Costa County	Contra Costa		108	47	155
Death Valley	Inyo		60	47	107
Fresno	Fresno		73	35	108
Kern County	Kern		68	43	111
Lemoore	Kings		67	31	98
Los Angeles	Los Angeles; Orange, Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station, China Lake				
	(see Santa Monica)	x	106	51	157

Per diem locality			Maximum lodging +	M&IE =	Maximum per diem
Key city	County and/or other defined location	FPLP	amount (a)	rate (b)	rate (c)
Mammoth Lakes	Mono		70	47	117
Marin County	Marin		108	47	155
Merced	Merced		62	35	97
Modesto	Stanislaus		60	39	99
Monterey	Monterey				
(May 1-October 31)		x	94	47	141
(November 1-April 30)		x	75	47	122
Napa	Napa				
(April 1-November 15)			125	47	172
(November 16-March 31)			110	47	157
Oakhurst	Madera				
(May 1-September 30)			79	43	122
(October 1-April 30)			55	43	98
Oakland	Alameda	x	105	43	148
Palm Springs	Riverside				
(January 1-May 31)			129	47	176
(June 1-December 31)			84	47	131
Point Arena/Gualala	Mendocino		109	43	152
Redding	Shasta		78	35	113
Redwood City/San Mateo	San Mateo	x	102	47	149
Sacramento	Sacramento	x	93	47	140
San Diego	San Diego	x	110	51	161
San Francisco	San Francisco	x	139	51	190
San Luis Obispo	San Luis Obispo		79	43	122
Santa Barbara	Santa Barbara		114	43	157
Santa Cruz	Santa Cruz		108	47	155
Santa Monica	City limits of Santa Monica (see Los Angeles)	x	125	43	168
Santa Rosa	Sonoma		89	47	136
Solano County	Solano; Travis AFB		79	47	126
South Lake Tahoe	El Dorado (see also Stateline, Nev.)				
(June 1-August 31)			97	47	144
(September 1-May 31)			84	47	131
Stockton	San Joaquin		73	31	104
Sunnyvale/Palo Alto/San Jose	Santa Clara	x	106	51	157
Tahoe City	Placer		145	47	192
Truckee	Nevada				
(June 15-September 30)			81	47	128
(October 1-June 14)			63	47	110
Visalia	Tulare		69	43	112
West Sacramento	Yolo		69	35	104
Yosemite National Park	Mariposa				
(May 1-September 30)			114	47	161
(October 1-April 30)			82	47	129
COLORADO					
Aspen	Pitkin				
(January 1-April 30)			145	47	192
(May 1-December 31)			89	47	136
Boulder/Broomfield	Boulder/Broomfield	x	93	47	140
Colorado Springs	El Paso	x	79	43	122

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate (c)
Key city	County and/or other defined location	FPLP			
Cortez	Montezuma		69	35	104
Crested Butte	City limits of Crested Butte (see Gunnison County)				
(November 15-April 15)			97	47	144
(April 16-June 15)			58	47	105
(June 16-November 14)			71	47	118
Denver	Denver, Adams and Arapahoe Counties, that portion of Westminister located in Jefferson County, and Lone Tree in Douglas County	x	112	47	159
Durango	La Plata				
(May 15-September 30)			99	43	142
(October 1-May 14)			70	43	113
Fort Collins	Larimer (except Loveland)		76	39	115
Glenwood Springs	Garfield				
(May 15-October 15)			95	35	130
(October 16-May 14)			55	35	90
Grand Junction	Mesa		64	35	99
Gunnison	Gunnison (except Crested Butte)				
(May 15-September 30)			70	39	109
(October 1-May 14)			55	39	94
Jefferson County	Jefferson	x	94	39	133
Loveland	City limits of Loveland (see Larimer County)		69	35	104
Montrose	Montrose		69	39	108
Pueblo	Pueblo				
(June 1-September 30)			72	39	111
(October 1-May 31)			58	39	97
Silverthorne/Keystone	Summit		170	43	213
Steamboat Springs	Routt		59	43	102
Telluride	San Miguel				
(December 20-September 30)			147	47	194
(October 1-December 19)			85	47	132
Trinidad	Las Animas		62	35	97
Vail	Eagle				
(December 1-March 31)			200	47	247
(April 1- November 30)			105	47	152
CONNECTICUT					
Bridgeport/Danbury	Fairfield		109	43	152
Hartford	Hartford		120	43	163
Lakeville/Salisbury	Litchfield		95	43	138
Middlesex County	Middlesex		78	35	113
New Haven	New Haven		87	39	126
New London/Groton	New London				
(May 1-October 31)			107	39	146
(November 1-April 30)			79	39	118
Putnam/Danielson	Windham		56	35	91
Storrs/Mansfield	Tolland		70	35	105

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate (c)
Key city	County and/or other defined location	FPLP			
DELAWARE					
Dover	Kent				
(May 25-September 4)			75	39	114
(September 5-May 24)			64	39	103
Lewes	Sussex		120	43	163
Wilmington	New Castle				
(April 1-September 30)			109	39	148
(October 1-March 31)			99	39	138
DISTRICT OF COLUMBIA					
Washington, D.C.	Washington, D.C. (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Loudoun and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland. (See also Maryland and Virginia.)	x	150	51	201
FLORIDA					
Altamonte Springs	Seminole		71	43	114
Bradenton	Manatee				
(January 1-April 30)			65	35	100
(May 1-December 31)			55	35	90
Cocoa Beach	Brevard		105	39	144
Daytona Beach	Volusia				
(February 1-August 31)			90	43	133
(September 1-January 31)			69	43	112
Fort Lauderdale	Broward				
(December 15-April 30)			100	47	147
(May 1-December 14)			69	47	116
Fort Myers	Lee				
(January 15-April 15)			70	47	117
(April 16-January 14)			55	47	102
Fort Pierce	Saint Lucie				
(December 15-April 30)			70	43	113
(May 1-December 14)			55	43	98
Fort Walton Beach	Okaloosa				
(May 1-October 31)			110	43	153
(November 1-April 30)			80	43	123
Gainesville	Alachua		61	39	100
Gulf Breeze	Santa Rosa				
(May 1-September 30)			115	43	158
(October 1-April 30)			59	43	102
Jacksonville/Mayport Naval Station	St. Johns, Duval, City of Jacksonville	x	77	39	116
Key West	Monroe				
(January 1-April 30)			180	47	227
(May 1-December 31)			109	47	156

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate (c)
Key city	County and/or other defined location	FPLP			
Kissimmee	Osceola				
(February 1-April 30)			77	39	116
(May 1-January 31)			64	39	103
Lakeland	Polk		71	39	110
Leesburg	Lake				
(November 1-April 15)			68	35	103
(April 16-October 31)			55	35	90
Miami	Dade	x	107	47	154
Naples	Collier				
(December 16-April 15)			130	43	173
(April 16-December 15)			73	43	116
Ocala	Marion		59	35	94
Orlando	Orange		95	47	142
Palm Beach	Palm Beach (also see the cities of Boca Raton, Delay Beach, Jupiter, Palm Beach Gardens, Palm BeachShores, Singer Island and West Palm Beach	x	107	47	154
Panama City	Bay		74	43	117
Pensacola	Escambia		85	35	120
Punta Gorda	Charlotte				
(December 15-April 15)			75	39	114
(April 16-December 14)			55	39	94
Sarasota	Sarasota				
(January 1-April 30)			106	43	149
(May 1-December 31)			81	43	124
Sebring	Highlands		64	35	99
St. Augustine	St. Johns		65	43	108
Stuart	Martin		57	43	100
Tallahassee	Leon		65	39	104
Tampa/St. Petersburg	Pinellas and Hillsborough	x	95	43	138
Vero Beach	Indian River				
(December 15-April 15)			99	35	134
(April 16-December 14)			59	35	94
GEORGIA					
Albany	Dougherty		57	39	96
Athens	Clarke		69	39	108
Atlanta	Fulton	x	112	43	155
Brunswick	Glynn		63	31	94
Clayton County	Clayton	x	89	35	124
Cobb County	Cobb	x	112	43	155
Columbus	Muscogee		63	39	102
Conyers	Rockdale		69	39	108
DeKalb County	DeKalb	x	112	43	155
Dublin	Laurens		57	35	92
Gwinnett County	Gwinnett	x	69	43	112
Savannah	Chatham	x	93	43	136
IDAHO					
Boise	Ada		61	43	104

Per diem locality			Maximum lodging +	M&IE =	Maximum per diem
Key city	County and/or other defined location	FPLP	amount (a)	rate (b)	rate (c)
Coeur d'Alene	Kootenai				
(June1-September 30)			140	39	179
(October 1-May 31)			86	39	125
Ketchum	Blaine (except Sun Valley)				
(May 1- November 30)			84	43	127
(December 1-April 30)			74	43	117
McCall	Valley		62	43	105
Sun Valley	City limits of Sun Valley		149	43	192
ILLINOIS					
Aurora	Kane (except Elgin)		66	35	101
Chicago	Cook and Lake	x	155	51	206
Du Page County	Du Page		89	43	132
Elgin	City limits of Elgin		60	35	95
Rockford	Winnebago		60	35	95
Springfield	Sangamon		64	31	95
INDIANA					
Bloomington	Monroe		63	31	94
Carmel	Hamilton		65	43	108
Ft. Wayne	Allen		58	35	93
Indianapolis	Hamilton; Fort Benjamin Harrison	x	87	47	134
Lafayette	Tippecanoe		59	35	94
Michigan City	La Porte		65	39	104
Nashville	Brown				
(April 1-November 15)			75	43	118
(November 16-March 31)			59	43	102
South Bend	St. Joseph		61	39	100
Valparaiso/Burlington Beach	Porter		89	39	128
IOWA					
Cedar Rapids	Linn		60	31	91
Des Moines	Polk		67	35	102
KANSAS					
Kansas City/Overland Park	Wyandotte and Johnson	x	88	43	131
Wichita	Sedgwick		59	43	102
KENTUCKY					
Covington/Hebron/Florence	Kenton and Boone	x	80	43	123
Lexington	Fayette		65	35	100
Louisville	Jefferson		69	43	112
Newport	Campbell		74	35	109
LOUISIANA					
Baton Rouge	East Baton Rouge Parish		78	43	121
Gonzales	Ascension Parish		59	39	98
Lake Charles	Calcasieu Parish		70	39	109

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate (c)
Key city	County and/or other defined location	FPLP			
New Orleans/St. Bernard	Orleans, St. Bernard,				
	Plaquemine and Jefferson				
	Parishes				
(January 1-May 31)		x	146	47	193
(June 1-December 31)		x	93	47	140
Shreveport/Bossier City	Caddo Parrish and Bossier				
	Parrish		60	43	103
Slidell	St. Tammany		65	35	100
St. Francisville	West Feliciana		75	43	118
MAINE					
Bar Harbor	Hancock				
(June 15-October 15)			110	43	153
(October 16-June 14)			89	43	132
Bath	Sagadahoc				
(May 1-October 31)			61	39	100
(November 1-April 30)			55	39	94
Kennebunk/ Kittery/Sanford	York				
(June 15-October 31)			129	43	172
(November 1-June 14)			69	43	112
Portland	Cumberland				
(July 1-October 31)			119	43	162
(November 1-June 30)			79	43	122
Rockport	Knox				
(July 1-August 26)			87	47	134
(August 27-June 30)			55	47	102
Wiscasset	Lincoln				
(July 1-October 31)			99	43	142
(November 1-June 30)			72	43	115
MARYLAND					
(For the counties of Montgomery and Prince George's, see District of Columbia)					
Annapolis	Anne Arundel	x	95	47	142
Baltimore	Baltimore	x	139	47	186
Cambridge	Dorchester		92	35	127
Columbia	Howard	x	105	47	152
Frederick	Frederick		94	35	129
Grasonville	Queen Anne's		75	43	118
Harford County	Harford	x	84	43	127
La Plata/Indian Head	Charles		68	31	99
Lexington Park/Leonardtown/Lusby	St. Mary's and Calvert	x	75	39	114
Ocean City	Worcester				
(June 15-October 31)			144	47	191
(November 1-June 14)			59	47	106
St. Michaels	Talbot		100	47	147
MASSACHUSETTS					
Andover	Essex		109	43	152
Boston	Suffolk				
(May 1-November 30)		x	192	51	243
(December 1-April 30)		x	159	51	210

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate (c)
Key city	County and/or other defined location	FPLP			
Cambridge	Middlesex (except Lowell)				
(May 1-November 30)		x	192	51	243
(December 1-April 30)		x	159	51	210
Falmouth	City limits of Falmouth				
(June 1-September 30)			105	39	144
(October 1-May 31)			70	39	109
Hyannis	Barnstable		94	43	137
Lowell	City limits of Lowell (except Cambridge; see Middlesex County)		99	39	138
Martha's Vineyard	Dukes				
(June 1-October 15)			150	47	197
(October 16-May 31)			85	47	132
Nantucket	Nantucket				
(June 15-October 15)			150	47	197
(October 16-June 14)			75	47	122
New Bedford	City limits of New Bedford				
(May 15-October 15)			75	39	114
(October 16-May 14)			65	39	104
Northampton	Hampshire		72	39	111
Pittsfield	Berkshire		65	43	108
Plymouth	Plymouth				
(June 15-October 15)			119	39	158
(October 16-June 14)			99	39	138
Quincy	Norfolk	x	78	43	121
Springfield	Hampden		99	39	138
Taunton	Bristol (except New Bedford)		74	35	109
Worcester	Worcester		79	39	118
MICHIGAN					
Ann Arbor	Washtenaw		75	43	118
Berrien County	Berrien		59	35	94
Charlevoix	Charlevoix				
(June 1-August 31)			105	43	148
(September 1-May 31)			59	43	102
Detroit	Wayne	x	110	51	161
East Lansing/Lansing	Ingham		65	43	108
Frankenmuth	Saginaw		69	35	104
Frankfort	Benzie		62	35	97
Gaylord	Otsego		65	39	104
Grand Rapids	Kent		62	39	101
Holland	Ottawa		60	39	99
Leland	Leelanau		75	39	114
Mackinac Island	Mackinac		165	47	212
Midland	Midland		72	39	111
Mount Pleasant	Isabella		65	39	104
Muskegon	Muskegon				
(May 1-August 31)			79	35	114
(September 1-April 30)			59	35	94
Ontonagon	Ontonagon		65	35	100
Petoskey	Emmet				
(June 1-October 31)			65	43	108
(November 1-May 31)			55	43	98

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate (c)
Key city	County and/or other defined location	FPLP			
Pontiac/Troy/Auburn Hills	Oakland	x	94	43	137
Sault Ste. Marie	Chippewa				
(May 15-October 15)			63	39	102
(October 16-May 14)			55	39	94
South Haven	Van Buren		76	39	115
Traverse City	Grand Traverse		125	47	172
Warren	Macomb	x	79	39	118
MINNESOTA					
Anoka County	Anoka		65	39	104
Dakota County	Dakota	x	80	39	119
Duluth	St. Louis				
(June 1-October 31)			85	43	128
(November 1-May 31)			56	43	99
Minneapolis/St. Paul	Hennepin County; Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO); and Ramsey County	x	110	51	161
Rochester	Olmsted		73	39	112
MISSISSIPPI					
Bay St. Louis	Hancock				
(April 1-October 31)			69	39	108
(November 1-March 31)			55	39	94
Biloxi/Gulfport	Harrison	x	62	43	105
Robinsonville	Tunica		59	35	94
Starkville	Oktibbeha		66	31	97
MISSOURI					
Branson	Taney				
(April 1-December 31)			62	39	101
(January 1-March 31)			55	39	94
Hannibal	Marion		57	35	92
Jefferson City	Cole		60	35	95
Kansas City	Jackson, Clay and Cass	x	88	47	135
Osage Beach	Camden		89	35	124
Platte	Platte (except Kansas City International Airport)	x	88	47	135
Springfield	Greene		63	35	98
St. Louis	St. Louis and St. Charles	x	102	51	153
St. Robert/Ft. Leonardwood	Pulaski		74	35	109
MONTANA					
Big Sky	Gallatin (except West Yellowstone Park)		125	47	172
Polson/Kalispell	Flathead, Lake				
(June 1-September 15)			64	35	99
(September 16-May 31)			55	35	90
West Yellowstone	City limits of West Yellowstone (see Gallatin County)				
(June 1-September 30)			92	39	131
(October 1-May 31)			55	39	94

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate (c)
Key city	County and/or other defined location	FPLP			
NEBRASKA					
Omaha	Douglas		63	43	106
NEVADA					
Incline Village/Crystal Bay	City limits of Incline Village/ Crystal Bay				
(May 15-September 15)			99	43	142
(September 16-May 14)			79	43	122
Las Vegas	Clark County; Nellis AFB		79	43	122
Stateline	Douglas (see also South Lake Tahoe, Calif.)		129	47	176
NEW HAMPSHIRE					
Concord	Merrimack				
(May 1-October 31)			68	39	107
(November 1-April 30)			58	39	97
Conway	Carroll		89	43	132
Durham	Strafford		89	35	124
Hanover/Sullivan County	Grafton and Sullivan		95	39	134
Laconia	Belknap		73	39	112
Manchester	Hillsborough		89	39	128
Newington	Rockingham (except Portsmouth)				
(July 1-October 31)			81	39	120
(November 1-June 30)			65	39	104
Portsmouth	City limits of Portsmouth				
(January 1-October 15)			105	43	148
(October 16-December 31)			92	43	135
NEW JERSEY					
Atlantic City	Atlantic				
(June 1-November 30)			149	47	196
(December 1-May 31)			109	47	156
Cape May	Cape May (except Ocean City)				
(June 1-November 30)			155	47	202
(December 1-May 31)			95	47	142
Cherry Hill/Camden/Moorestown	Camden, Burlington		74	47	121
Eatontown	Monmouth County; Fort Monmouth (except Freehold)		84	43	127
Edison	Middlesex (except Piscataway)		169	35	204
Flemington	Hunterdon		80	39	119
Freehold	City limits of Freehold		85	39	124
Millville	Cumberland		58	35	93
Newark	Bergen, Essex, Hudson, Passaic		125	47	172
Ocean City	City limits of Ocean City				
(June 15-September 15)			215	43	258
(September 16-June 14)			80	43	123
Parsippany/Picatinney Arsenal/ Dover	Morris		114	43	157
Piscataway/Belle Mead	Somerset and the city limits of Piscataway		144	43	187

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate (c)
Key city	County and/or other defined location	FPLP			
Princeton/Trenton	Mercer		139	47	186
Tom's River	Ocean				
(May 15-September 15)			89	43	132
(September 16-May 14)			79	43	122
Union County	Union		107	43	150
NEW MEXICO					
Albuquerque	Bernalillo	x	68	43	111
Cloudcroft	Otero				
(June 1-October 31)			74	35	109
(November 1-May 31)			65	35	100
Las Cruces	Dona/Ana		60	35	95
Los Alamos	Los Alamos		71	39	110
Santa Fe	Santa Fe		99	47	146
Taos	Taos		75	39	114
NEW YORK					
Albany	Albany		96	47	143
The Bronx/Queens	The boroughs of the Bronx/				
	Queens	x	168	47	215
Brooklyn	The borough of Brooklyn	x	198	47	245
Buffalo	Erie		78	43	121
Glens Falls	Warren				
(June 1-September 30)			74	39	113
(October 1-May 31)			55	39	94
Ithaca	Tompkins		69	39	108
Kingston	Ulster		79	43	122
Lake Placid	Essex				
(June 15-October 15)			86	43	129
(October 16-June 14)			59	43	102
Manhattan	The borough of Manhattan	x	208	51	259
Nassau County/Great Neck	Nassau		190	47	237
Niagara Falls	Niagara				
(May 1-October 31)			89	39	128
(November 1-April 30)			55	39	94
Nyack/Palisades	Rockland				
(April 1-September 30)			67	43	110
(October 1-March 31)			57	43	100
Owego	Tioga		73	35	108
Poughkeepsie	Dutchess		74	43	117
Rochester	Monroe		83	47	130
Saratoga Springs	Saratoga				
(July 1-October 31)			95	43	138
(November 1-June 30)			75	43	118
Staten Island	Richmond		120	47	167
Suffolk County	Suffolk		149	43	192
Syracuse	Onongada		70	39	109
Tarrytown	Westchester (except White				
	Plains)		114	47	161
Waterloo/Romulus	Seneca				
(June 15-September 15)			89	35	124
(September 16-June 14)			69	35	104

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate (c)
Key city	County and/or other defined location	FPLP			
Watkins Glen	Schuyler		59	39	98
West Point	Orange		121	39	160
White Plains	City limits of White Plains		165	47	212
NORTH CAROLINA					
Asheville	Buncombe		67	31	98
Atlantic Beach	Carteret				
(June 1-August 31)			64	35	99
(September 1-May 31)			55	35	90
Chapel Hill	Orange	x	82	43	125
Charlotte	Mecklenburg	x	81	43	124
Cherokee	Swain				
(April 1-October 31)			62	35	97
(November 1-March 31)			55	35	90
Fayetteville	Cumberland	x	63	39	102
Greensboro	Guilford		87	43	130
Greenville	Pitt		64	35	99
Kill Devil Hills	Dare				
(May 1-September 30)			114	43	157
(October 1-February 28)			75	43	118
(March 1-April 30)			55	43	98
New Bern/Havelock	Craven		62	39	101
Raleigh	Wake	x	82	43	125
Research Triangle Park/Durham	Durham	x	82	47	129
Wilmington	New Hanover				
(April 1-September 15)			65	39	104
(September 16-March 31)			58	39	97
Winston-Salem	Forsyth		64	43	107
NORTH DAKOTA					
(See note 5, page 174)					
OHIO					
Akron	Summit		72	43	115
Bellevue	Huron		72	35	107
Cambridge	Guernsey		60	35	95
Cincinnati	Hamilton and Warren	x	80	51	131
Cleveland	Cuyahoga		86	47	133
Columbus	Franklin	x	75	43	118
Dayton	Montgomery, Greene and Darke Counties, Wright-Patterson AFB		72	35	107
Fairborn	City limits of Fairborn		66	39	105
Geneva	Ashtabula		59	39	98
Hamilton	Butler		59	39	98
Lancaster	Fairfield		66	35	101
Port Clinton/Oak Harbor	Ottawa				
(June 1-September 5)			95	39	134
(September 6-May 31)			69	39	108
Sandusky	Erie				
(May 1-September 5)			85	43	128
(September 6-April 30)			55	43	98

Per diem locality			Maximum lodging +	M&IE =	Maximum per diem
Key city	County and/or other defined location	FPLP	amount (a)	rate (b)	rate (c)
Toledo	Lucas		69	35	104
OKLAHOMA					
Oklahoma City	Oklahoma	x	67	43	110
Tulsa	Tulsa, Osage, Rogers and Creek Counties		57	31	88
OREGON					
Ashland	Jackson		59	47	106
Beaverton	Washington		59	43	102
Bend	Deschutes				
(June 1-September 30)			69	43	112
(October 1-May 31)			59	43	102
Clackamas	Clackamas		66	39	105
Crater Lake	Klamath		74	35	109
Eugene	Lane (except Florence)		62	43	105
Florence	City limits of Florence		80	39	119
Gold Beach	Curry		58	35	93
Lincoln City/Newport	Lincoln		65	39	104
Portland	Multnomah	x	91	43	134
Seaside	Clatsop				
(July 1-August 31)			79	39	118
(September 1-June 30)			59	39	98
PENNSYLVANIA					
Allentown	Lehigh		62	35	97
Chester/Radnor/Essington	Delaware (except Wayne)		75	39	114
Easton	Northampton		69	35	104
Erie	Erie		65	35	100
Gettysburg	Adams				
(May 1-October 31)			82	39	121
(November 1-April 30)			55	39	94
Harrisburg	Dauphin (except Hershey)		79	47	126
Hershey	City limits of Hershey				
(June 1-September 15)			125	43	168
(September 16-May 31)			55	43	98
King of Prussia/Ft. Washington/ Bala Cynwyd	Montgomery	x	122	47	169
Lancaster	Lancaster				
(May 1-October 31)			70	43	113
(November 1-April 30)			60	43	103
Malvern/Downington/Valley Forge	Chester		83	43	126
Mechanicsburg	Cumberland		74	35	109
Philadelphia	Philadelphia	x	122	51	173
Pittsburgh	Allegheny	x	87	47	134
Reading	Berks		75	43	118
Scranton	Lackawanna		60	35	95
State College	Centre		85	31	116
Warminster	Bucks County; Naval Air Development Center		75	39	114
Wayne	City limits of Wayne		100	47	147

Per diem locality			Maximum lodging amount (a)	+ M&IE rate (b)	= Maximum per diem rate (c)
Key city	County and/or other defined location	FPLP			
RHODE ISLAND					
East Greenwich	Kent County; Naval Construction Battalion Center, Davisville		79	43	122
Newport	Newport				
(April 1-December 31)			111	47	158
(January 1-March 31)			79	47	126
North Kingstown	Washington		89	31	120
Providence	Providence		89	47	136
SOUTH CAROLINA					
Aiken	Aiken		65	35	100
Charleston/Berkeley County	Charleston and Berkeley	x	101	43	144
Columbia	Richland		65	35	100
Greenville	Greenville		65	43	108
Hilton Head	Beaufort				
(March 15-September 30)			95	47	142
(October 1-March 14)			75	47	122
Myrtle Beach	Horry County; Myrtle Beach AFB				
(March 1- November 30)			99	47	146
(December 1-February 28)			59	47	106
Sumter	Sumter		58	31	89
SOUTH DAKOTA					
Custer	Custer				
(June 15-August 19)			70	35	105
(August 20-June 14)			55	35	90
Hot Springs	Fall River				
(June 15-October 15)			108	35	143
(October 16-June 14)			79	35	114
Rapid City	Pennington				
(May 15-September 30)			99	35	134
(October 1-May 14)			55	35	90
Sturgis	Meade				
(June 15-August 15)			79	31	110
(August 16-June 14)			55	31	86
TENNESSEE					
Alcoa/ Townsend	Blount		63	35	98
Chattanooga	Hamilton		84	31	115
Gatlinburg	Sevier				
(May 1-October 31)			78	43	121
(November 1-April 30)			70	43	113
Memphis	Shelby	x	81	43	124
Murfreesboro	Rutherford		57	35	92
Nashville	Davidson		82	47	129
Williamson County	Williamson		60	35	95
TEXAS					
Amarillo	Potter		57	35	92
Arlington/Grapevine	Tarrant	x	112	39	151

Per diem locality			Maximum lodging +	M&IE =	Maximum per diem
Key city	County and/or other defined location	FPLP	amount (a)	rate (b)	rate (c)
Spokane	Spokane		63	43	106
Tacoma	Pierce		79	35	114
WEST VIRGINIA					
Berkeley Springs	Morgan		69	39	108
Charleston	Kanawha		78	43	121
Martinsburg/Hedgesville	Berkeley		59	35	94
Morgantown	Monongalia		66	39	105
Shepherdstown	Jefferson		79	39	118
Wheeling	Ohio		71	39	110
WISCONSIN					
Brookfield	Waukesha		66	43	109
Green Bay	Brown		59	39	98
Lake Geneva	Walworth				
(June 1-September 4)			85	43	128
(September 5-May 31)			66	43	109
Madison	Dane		62	43	105
Milwaukee	Milwaukee		95	47	142
Racine	Racine		80	35	115
Sheboygan	Sheboygan		59	35	94
Sturgeon Bay	Door				
(May 15-October 15)			81	39	120
(October 16-May 14)			56	39	95
Wisconsin Dells	Columbia				
(June 1-September 30)			85	43	128
(October 1-May 31)			55	43	98
WYOMING					
Cody	Park				
(May 15-October 15)			98	35	133
(October 16-May 14)			55	35	90
Jackson	Teton				
(November 1-September 15)			115	47	162
(September 16-October 31)			69	47	116

Additional Information on the CONUS Per Diem Rates

1. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."

2. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city, as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and listed counties (unless otherwise listed separately).

3. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one county boundary, the applicable per diem rate for the entire installation or facility will the highest rate that applies to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.

4. Federal agencies may submit a request to GSA for review of the costs covered by per diem in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers' experiences indicate that the prescribed rate is inadequate. All non standard CONUS localities will be reviewed on an annual basis by GSA to determine whether rates are adequate. Agencies should designate an individual responsible for reviewing, coordinating, and submitting to GSA any request for per diem rate adjustment. These requests should be forwarded (no later than February 27, 2004, for the city to be included in the annual review) to General Services Administration, Office of Governmentwide Policy, Attn: Travel Management Policy (MTT), Room G-219 Washington, DC 20405. Requests for rate adjustments shall include a city designation, a description of the surrounding location involved (county or other defined area), and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request also must contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the location.

5. The standard CONUS rate of $86 ($55 for lodging and $31 for Meals and Incidental Expenses) applies to all per diem localities in the State of North Dakota.

NOTE: Recognizing that all locations are not incorporated cities, the term "city" and "city limits" has been used as a general phrase to denote the commonly recognized local boundaries of the location cited.

CITY OF DOVER
DEPARTMENT OF FINANCE

EXEMPTION CERTIFICATE
TAX ON OCCUPANCY OF HOTEL AND MOTEL AND TOUR IST HOME ROOMS

In accordance with Internal Revenue Code Section 5253(I), no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

This Part to be Completed by the Operator

Name of Hotel, Motel, or Tourist Home			Fed. EI or SS number
Address	City	State	Zip Code

This Part to be Completed by the Occupant

This is to certify that I, the undersigned, am a representative of the City of Dover, Delaware; that the charges for the occupancy at the above establishment on the dates set forth below has been or will be paid for by the City of Dover, a government unit; and that such charges are incurred in the performance of my official duties as a representative or employee of the governmental unit.

Name (Please type or print)		Signature	
City of Dover	51-6000092		
Governmental Unit	Tax I.D. #	Title	
P.O. Box 475	Dover	DE	19903-0475
Address	City	State	Zip Code

Date(s) of Occupancy _____

If additional information is needed, please contact the City of Dover Finance Director at (302) 736-7018.

NOTE: A separate Exemption Certificate is required for each occupancy and for each representative or employee.

THIS EXEMPTION CERTIFICATE IS TO BE RETAINED BY THE OPERATORS OF HOTELS, MOTELS, AND TOURIST HOMES AS EVIDENCE OF EXEMPT OCCUPANCY.

/jg
S:\ClerksOffice\Procedures\Travel Policy\ExemptionCertificate-FORM99 A.wpd

Partners:
C. Richard Lortz
John S. Maynes
James A. Aviret, Jr.
Joseph S. Maker
David B. McCormick

Senior Associates:
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Robert J. Krallinger
J. Mark Parker
Douglas A. Kelso
Amitava Podder
Neil M. Leary
Gregory King

October 17, 2003
Revised November 7, 2003
Revised November 19, 2003

Mr. Scott Koenig, P.E.
Director of Public Works
City of Dover
P. O. Box 475 - City Hall
Dover, DE 19903

Re: Engineering Services Proposal For
Preparing Master Plan for the
City of Dover Water System

Dear Mr. Koenig:

Whitman, Requardt and Associates, LLP (WR&A) is pleased to submit our proposal for the preparation of the Master Plan for the City of Dover Water System.

I. PURPOSE OF PROJECT

The purpose of this project is to prepare the Master Plan for the City of Dover water system.

The Master Plan will:

- Assess the condition and capacity of all components of the water system including wells, treatment, distribution system, and storage.
- Perform demand analysis and projections for the 20-year planning period. Include wholesale water customers for the Town of Little Creek and possible annexations. Evaluate emergency connection for drought and emergency conditions.
- Prepare a water system model for the City using the City-selected software. Provide training on the software to City Department of Public Works personnel.
- Perform system hydraulic analysis of the City of Dover's *potable* water system, including pumping, distribution and storage. The ability of the existing system will be analyzed for adequate capacity and pressure throughout the distribution system under near-term and future demand conditions.
- Develop a program of recommended improvements to address deficiencies for both immediate and future conditions.

- Identify, describe, estimate costs and prioritize projects required to meet the future service area demands for the 20-year planning period.

- Provide a comprehensive water system map in digital format showing existing facilities, as well as recommended improvements.

General benefits of Water Master Plans to the City of Dover are included in Attachment A. *A portion of those goals and benefits are included in the Scope of Services, as noted.* The project will involve analyzing four demand conditions: maximum day; maximum day plus fire flow; peak hour; and minimum hour demand plus tank replenishment.

II. SCOPE OF SERVICES

PHASE 1 – PLANNING AND CONDITION EVALUATION PHASE

TASK 1A – Data Review and Acquisition

The Planning team will submit a request to the City of Dover for pertinent reports and engineering studies related to the project. Some of the information to be obtained consists of the following:

1. Available water supply agreements/arrangements.

2. Engineering reports and studies, including most recent land use plan.

3. Water System Capital Improvement Program (CIP).

4. Water flow records from plant and wells, including water quality (5 years). Tank level records (typical cycling).

5. Sequence of well operation.

6. Hydrant test results (5 years).

7. Recent pump curves from wells and finished water pumps at WTP.

8. Engineering reports and contract drawings related to supply, treatment, distribution, storage, and other facilities to be evaluated.

9. Water infrastructure maps; system and as-built drawings of mains not on system map.

10. Kent County planning documents:

    a. County planning documents/studies e.g. Area Management Plans and relevant amendments, and buildout projection studies.
    b. County zoning, approved development plans and County land use (Comprehensive) plans.
    c. Countywide topographic maps in electronic form.

11. Wholesale water customer information related to their current and projected demands.

12. Neighboring water system maps, system supply and treatment capacities and hydraulic grade. These include Dover Air Force Base, Camden-Wyoming and Tidewater Utilities.

13. City water meter records by classification of meters (5 years).

TASK 1B – System Inventory

1. The existing City water system components will be assessed for condition and capacity. Site visits and interviews with Operations Staff will be included. Components will include:

   a. Wells and aquifers
   b. Treatment at wells and Columbia Aquifer
   c. Distribution
   d. Storage

2. The system inventory summary report will address the following:

   a. Condition and judgment of useful life
   b. Areas of security concern
   c. Water quality – existing and future SDWA
   d. Observations of operational improvements
   e. Additions to water systems base map to be made by the City

TASK 1C – Water Demand Projections and Model Update

System demands will be developed in order to establish the existing and projected hydraulic conditions in the system.

1. Obtain actual water usage and type of use from customer account records.

2. Using information from the City's database of service addresses and account numbers, set up a database that links address/demand information to category (type), demand value, and model node information. The first part of this effort will involve testing the process with a small area. A meeting will be held with the City to finalize any data processing and storage requirements before the database is set up for the entire service area. The City will provide the following for this effort:

   a. Digital data files of water accounts, service addresses and actual demands; 12 months of data. Data format preference is MS Access or Excel, however comma-delimited files can be used.
   b. Digital parcel maps covering the extent of the service area with linked database of parcel information (name, address, etc.) from County.

3. Allocate actual demands to the water system model using the database connectivity capability. WR&A will coordinate database information with metered usage and integrate with water model demand database.

4. Develop a protocol to update the database with future actual demand readings.

5. Review demand projections, consumption patterns and demand peaking factors from tabulated demand data. As needed, modify unit factors to be used in making demand projections.

6. Update population and demand projections in one-year increments for 10 years, and for years 15 and 20.

7. Allocate projected demands to nodes in the water model. Wherever applicable, match the distribution of projected demands with the actual demands.

TASK 1D – Agency Coordination Meetings

Meetings will be conducted with appropriate members of State and Local agencies in order to enhance communication and cooperation during the project. A maximum of three meetings are anticipated as follows:

1. Meet with Health Department/DNREC to review regulatory requirements (1 meeting).

2. Meet with County/City Planning Office to verify projections, timing and spatial distribution (1 meeting).

3. New Water Users: Meet with the City of Dover and existing/potential wholesale water users to review pressure and flow requirements and connection options. Meet with City of Camden-Wyoming; Tidewater and Dover Air Force Base to discuss emergency connections (1 meeting).

Task 1E – Demand Projection Technical Memorandum

The population projections, associated system demands and distribution of the system demands build the foundation of the Water Master Plan. In addition, this information can be of great importance to key stakeholders in the project. As a result, this information will be summarized into a bound Technical Memorandum for distribution by the City. The memorandum will contain the following information:

1. Summary of existing water supply agreements and, if needed, options for meeting demand requirements within planning period.

2. Finalize build-out flow projections and growth pattern assumptions for the entire planning period.

3. Review the three levels of proposed City annexation to develop future demand conditions.

4. Calculate and summarize storage requirements according to published standards, and compare these requirements to an approach involving storage requirements based on fire flow, equalization and emergency water supply volumes.

5. Submit *an electronic copy* of the draft Technical Memorandum to the City of Dover for review.

6. Conduct a workshop with the City staff to obtain input and finalize the Technical Memorandum. *A final electronic copy* will be submitted to the City for distribution.

PHASE 2 – MODEL DEVELOPMENT AND SYSTEM EVALUATION

TASK 2A – Design Criteria

Design criteria will be developed based on City and County design standards and requirements, and analysis of data. Design criteria will include:

1. maximum day water demand factor
2. diurnal water demand curve
3. fire flow volume (rate and duration)
4. system storage requirements (equalization, fire, and emergency)
5. water age
6. general pressure requirements.

TASK 2B – Update (or Re-Create) and Calibrate Hydraulic Model

1. WR&A will provide an evaluation of hydraulic modeling software, and work with the City to select the software package that best suits the City's needs. WR&A will evaluate up to three (3) modeling packages, such as H2ONet, WaterCad, and EPANet.

2. Categorize pipes into different testing groups, based on pipe size, age, material and general hydraulic conditions. The City of Dover will assist with obtaining information regarding pipe age, material and condition, which will be incorporated into the model database.

3. Submit list of hydrant flow tests to City DPW for review. Tests will include pipe isolation tests (will include valve closures) using at least three hydrants to accurately evaluate friction coefficients (C factors). General model tests will also be performed to evaluate the model's ability to reproduce field observations (e.g., identify closed valves, check for significant errors in data entry or model assumptions).

4. Provide field assistance to City personnel. WR&A to provide some pressure gauges, flow measurement device (pitot gauge) and field personnel to perform hydrant flow testing, read hydrant pressure information and coordinate setting up or collecting recorders for system pressures. Collection of flow and tank level data from City facilities may be necessary. The City will also provide a field crew to operate valve and hydrants.

5. Evaluate existing water demands and develop demand factors (average to maximum day and maximum day to peak hour factors, unit consumption, etc.), reference to historical data, system flow measurements and data from other similar jurisdictions (see Design Criteria above).

6. Calibrate hydraulic model using data collected

7. Develop extended period simulation (EPS) model for evaluating pending issues with the existing system. Test model with runs for checking assumptions and issues relating to capacity, storage, pressures, pump controls, demand allocation, valve settings, facility configurations and boundary conditions.

TASK 2C – Model Simulations

Once the model is updated for current and future demands, a series of simulations will be performed to identify needed system improvements such as new water mains, cleaning and lining, and loop closure. The simulations will also ensure that future system improvements are sized appropriately. Model simulations will include the following:

1. Run approximately 25 maximum day/fire flow simulations to determine necessary system connections and modifications to provide water to the updated system under the following scenarios:

   - Current demands
   - Five-year intervals to Year 20 build-out demands
   - Town of Little Creek and three possible annexation scenarios

2. Run extended period simulations for maximum day plus fire flow demands for current, intermediate and build-out demand scenarios to evaluate tank cycling, system pressures, etc.

3. Determine and refine the phasing of water main improvements needed to convey water to the future growth areas within the service area.

4. Identify additional water supply and storage facilities, if needed.

5. Run three Max-Day / fire simulations for the three potential annexation programs and determine the impact on the existing system, including supply, treatment and storage.

Task 2D – Master Plan Workshops

Hold the following workshops with City of Dover staff, followed up with a presentation to the Council Utility Committee: **(Total of 6)** *and one additional presentation to the City Council.*

1. Workshop No. 1: Discuss hydraulic modeling software; select the package for use in this project. Review model scenarios and criteria developed in Tasks 2A and 2B. Identify appropriate milestones and phasing approaches. Prepare preliminary list of Master Plan projects.

2. Workshop No. 2: Review future model scenarios and criteria developed in Task 2C with preliminary model results. Identify appropriate milestones and phasing approaches. Update preliminary list of Master Plan projects.

3. Workshop No. 3: Review results of the detailed Master Plan project list. Identify steps required to finalize lists and develop a schedule or priority scheme for projects required beyond the current CIP.

4. *Final presentation to Council.*

Task 2E – Final Report

A final Master Plan Report will be prepared summarizing the project, and outlining the recommended water facilities Improvement Program. Projects will be prioritized based on the results of the hydraulic analysis.

1. The Master Plan Report will include the following:

    a. Summary of water facilities evaluation.
    b. Demand analysis.
    c. Model development and hydraulic analysis summary.
    d. Projects required in years 1 through 10 of the 20-year planning period will be listed by year of implementation. Recommended improvements beyond that time period will be grouped in five-year periods, i.e. year 15 and year 20 (build-out).
    e. Each improvement will include (in addition to year of implementation) a general description, location, and estimated cost of design and construction.
    f. A comprehensive water facilities system map will be generated, which will show all existing facilities. Proposed system improvements will also be illustrated and identified to correspond with the Improvement Program.

2. *One (1) electronic* copy of the draft report will be submitted for review.

3. Following a meeting with the City to receive review comments, comments will be incorporated, and ten (10) final reports will be provided.

Task 2F – Quality Assurance and Quality Control (QA/QC)

1. Establish independent QA/QC team and review each technical memo and draft of Master Plan.

2. Project Management, including developing a Project Management Plan and monthly program reporting.

PHASE 2A – MODEL USERS MANUAL

Task 2G – Users Manual

1. Draft procedures for the following processes:

    a. City reviews of proposed water system projects by developers.
    b. Reviews and documentation required for making changes to the Master Plan.

2. Draft a technical documentation required for User Manual. This documentation will be used as reference material for technical reviews. Technical documentation will include:

    a. A summary of minimum system performance standards that all components of the City system will have to meet.
    b. Technical references (graphs, bullets, etc.) providing more detailed information related to key hydraulic issues associated with recommendations in the Master Plan. One example of a technical reference could contain graphs summarizing the evaluation of transmission capacity in a certain section of the pipe.

3. Submit *one (1) manual - copy and one (1) manual - electronic* for City review and hold a workshop/training session on use of the Manual and the selected water model.

III. ITEMS FURNISHED BY CITY OF DOVER AT NO COST TO THE ENGINEER

1. All reports, drawings and as-built plans of existing facilities, maps, billing information, SCADA information, specifications, standard survey information, existing and build-out EDU information and other pertinent information listed in Task 1A.

2. Availability of a dedicated space or conference room to facilitate coordination and communication with the City's staff.

3. Contact person with the City and availability of knowledgeable staff members.

4. Access to City utilities and facilities.

5. All contacts with the public.

6. Provide review input for all submittals

7. Legal advice regarding the project.

8. Timely review and assistance with regulatory review responses.

IV. SUMMARY OF DELIVERABLES

The following is a summary of the deliverables anticipated for this project:

1. Demand Projection Draft Technical Memorandum
2. Condition Assessment Draft Technical Memorandum
3. Draft Final Report
4. Final Report
5. Model Users Manual

Limited paper copies will be furnished. The format of the electronic copies of above documents will be Microsoft Office, PDF, ArcView and AutoCAD.

V. ADDITIONAL WORK

Additional work is considered work not listed in our Scope of Services described above. These items include, for example, a change in project scope initiated by City, and/or regulatory agency, or services identified in the assumptions of work listed above. If a work effort is recognized as being outside the Scope of Services, an amendment to this proposal will be submitted for your approval prior to the work being performed.

VI. COMPENSATION

We will perform the work for the projects on a compensation basis of time and material times a multiplier. This fee will not be exceeded without your authorization.

We will perform the required scope of work and extra authorized services on a cost basis based on 2.55 times the actual technical payroll plus out-of-pocket expenses. The factor of 2.55 is applicable to the salaries of only technical personnel working on the project. The factor includes payroll burden, overhead costs for partners, accountants, secretarial staff, and other non-technical support personnel engaged on this project. Out of pocket expenses include subconsultant fees, reproduction, plus the costs for any other expenses used exclusively on this project and are directly chargeable.

The estimated fee identified for this scope of work is as follows:

Master Plan

Planning and Condition Evaluation Phase (Phase 1):	$44,958
Model Development and System Evaluation (Phase 2):	51,658
Model Users Manual (Phase 2A):	12,072
TOTAL PROJECT	**$108,688**

~~We have prepared a detailed estimate on a Proposal Worksheet representing the man hour efforts for each task supporting the fee which is included as Attachment B. A list of additional reproduction costs are shown in Attachment C.~~

We reserve the right to renegotiate the contract should the Scope of Services or schedule be revised. Invoices will be rendered every four weeks for the actual services performed during previous four-week period and are due within thirty days of receipt.

VII. SCHEDULE

A schedule for each task listed in the work plan will be presented in the Project Management Plan. The estimated time for the draft of the Master Plan is six (6) months.

We trust that this information is satisfactory and look forward to working with you in providing the engineering services for this project.

CONTRACT ACCEPTANCE

It is a great pleasure to work for the City of Dover and we look forward to the successful completion of this project. The return of one signed copy of this contract will serve as your acceptance of the scope and contract terms.

Very truly yours,

WHITMAN, REQUARDT AND ASSOCIATES, LLP

James A. Avirett, Jr., P.E.

ACCEPTED BY:

_____ _____

Authorized Signature
City of Dover Department of Public Works

Date

JAA/AC/bjr
Enclosures

cc: Andrew Cooper, P. E.
File