

cost to the state or another exception applies under State Travel Rules at 34 TAC §20.303.

Boards must factor all relevant costs when determining whether use of a vendor that is not a state-contracted vendor will result in a lower overall cost to the state.

**NLF**

For example, some travel accommodations can be obtained at fares that are equal to or less than state-contracted rates, but do not include additional costs that are covered by state contracts, such as insurance coverage, liability, and unlimited mileage for rental cars. In addition, state-contracted airfares are for refundable tickets, with no charge for changes to scheduled flights.

**Travel of Board Members and Staff**

Boards must ensure that the rates used to pay the travel expenses of Board members and staff with state-appropriated funds do not exceed the maximum state rates in effect for a particular day of travel as published by CPA (<https://fmx.cpa.state.tx.us/fm/travel/index.php>)—unless the applicable travel provisions authorize an exception.

**NLF**

The following chart provides the maximum state rates in effect as of the date of this WD Letter.

<b>Board members and staff (other than the Board’s executive director, or Board members and staff traveling with or on behalf of the executive director)</b>	
Mileage (effective 7/1/08)	58.5 cents per mile
Mileage (1/1/08–6/30/08)	50.5 cents per mile
Mileage (9/1/07–12/31/07)	48.5 cents per mile
<b>In State:</b>	
Lodging (overnight travel)	Actual allowable lodging expenses up to \$85 per night
Meals (overnight travel)	Actual allowable meal expenses up to \$36 per day
Meals (non-overnight travel) <sup>1</sup>	Actual allowable meal expenses up to \$36 per day
<b>Out of State (within the conterminous United States):</b>	
Actual allowable meal and lodging expenses up to the Federal Domestic Maximum Per Diem Rates at <a href="http://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php">http://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php</a> <sup>2,3</sup>	
<b>Board executive director, and Board members or staff traveling with or on behalf of the executive director</b>	
Mileage (effective 7/1/08)	58.5 cents per mile
Mileage (1/1/08–6/30/08)	50.5 cents per mile
Mileage (9/1/07–12/31/07)	48.5 cents per mile
<b>In State:</b>	
Lodging (overnight travel)	Actual allowable lodging expenses up to \$170 per night
Meals (overnight travel)	Actual allowable meal expenses up to \$72 per day
Meals (non-overnight travel) <sup>1</sup>	Actual allowable meal expenses up to \$72 per day
<b>Out of State (within the conterminous United States):</b>	
Actual allowable meal and lodging expenses up to <u>twice</u> the Federal Domestic Maximum Per Diem Rates at: <a href="http://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php">http://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php</a> <sup>2,3</sup>	

<sup>1</sup> Requires approval from a Board’s executive director

<sup>2</sup> Boards may reduce the CPA’s maximum meal reimbursement rate for out-of-state travel at a duty point and use the reduction to increase the CPA’s maximum lodging rate for that duty point.

<sup>3</sup> A Board’s executive director, or designee, may determine that local conditions necessitate a change in the lodging rate for a particular out-of-state location.