

Allowable Expenses per DOE Guidelines

- Mileage – 0.445 per mile
- Hotel – Up to \$175 per night (only for the duration of the conference)
- Registration – Full Price
- Rental & Air Line Tickets – Full Price
- Tolls – Full Price
- Meals – See Table Below (only if the conference does not provide meals)

Meals	Travel Must Depart Before:	<u>And</u> Return After:	To Claim Meal Allowance of:
Breakfast	6:00 a.m.	8:00 a.m.	\$6.00
Lunch	12:00 p.m. (noon)	2:00 p.m.	\$11.00
Dinner	6:00 p.m.	8:00 p.m.	\$19.00
All 3 meals for one day of travel	6:00 a.m.	8:00 p.m.	\$36.00

****Once all expenses have been finalized, you will receive the approved percentage for that conference****