



COMMONWEALTH OF VIRGINIA
DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

JAMES A. ROTHROCK
Commissioner

DIVISION FOR THE AGING
1610 Forest Avenue, Suite 100
Henrico, VA 23229

Office (804) 662-9333
Toll free (800) 552-3402
TTY users dial 711
Fax (804) 662-9354

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim Catherman

DATE: October 31, 2012

SUBJECT: Policy Update – Travel Policy

The Virginia Department of Accounts Travel Regulations Policy Number [20335](#) states, all monetary travel reimbursements for meals, lodging, airfare, etc. funded solely from grants and contracts are governed by the terms and conditions of the individual grant or contract. **If the grant or contract is silent regarding these monetary reimbursements, the limitations in the Virginia Travel Regulations Policy Number [20335](#) and Agency Travel Processing Policy Number [20336](#) apply.**

The [HHS Grants Policy Statement](#) further states, in all cases, travel costs are limited to those allowed by formal organizational policy. In the case of air travel, the lowest reasonable commercial airfares must be used. For-profit recipients' allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by General Services Administration (GSA), including the maximum per diem and subsistence rates prescribed in those regulations. Information about federal rates is available at <http://www.gsa.gov/portal/content/105307>. If a recipient organization has no formal travel policy, those regulations will be used to determine the amount that may be charged for travel costs.

Virginia travel policy is set each October to mirror the federal travel limits. The rates have not changed since October 2011. **To summarize, when an AAA or its subcontractor uses any federal or state funds, or local funds that are counted as match, the state travel limits must be followed. AAAs and subcontractors are permitted to set limits lower or more restrictive rates than those allowed by the state.**

The attached two pages is a handy reference of travel limits within the Commonwealth. For travel outside of the Commonwealth, please refer to Virginia's Travel Regulations Policy Number [20335](#) (pages 24-27) or the GSA website at <http://www.gsa.gov/portal/category/21287>.

The state policy does allow limited flexibility with a few exceptions. For example in state government, the Agency Head or designee is authorized to approve reimbursement in advance, for lodging up to 50% over the guidelines when circumstances warrant.

Approval of the justification must be provided and made in advance of the travel. An explanation of the circumstances justifying the lodging exception must be attached to the voucher. As an example, this exception may be justified for conference hotels where it can be shown that the additional lodging cost will be offset by reduced local travel costs incurred for travel (e.g., taxi or rental car expense avoided) between a non-conference hotel and the conference location. Travel to and from the evening meal (not part of the conference agenda) is not a justifiable exception and the cost of a taxi is not a reimbursable expense.

As mentioned before, through the monitoring process, Solomon will review the agency travel policies and travel reimbursement of key individuals. Through his normal monitoring, he may provide recommendations for improving the integrity of the program.

If you have any questions, please contact Solomon Girmay at Solomon.Girmay@dars.virginia.gov or (804) 662-9347 or myself.

Dollar Limits on Travel *

Area	Lodging	Meals and Incidentals
Standard (Most of Virginia)	\$ 77	\$ 41
Abingdon (Washington County)	88	46
Blacksburg (Montgomery County)	95	46
Charlottesville (Counties of Albemarle & Green)	115	56
Chesapeake & Suffolk – Sept. thru May / June thru August	77 / 86	56
Chesterfield & Henrico Counties	83	51
Fredericksburg (City and Counties of Caroline, Spotsylvania & Stafford)	88	56
Loudoun County	108	61
Lynchburg (Campbell County)	80	51
Manassas (City Limits and Prince William County)	88	56
Norfolk & Portsmouth	89	61
Prince William County	89	56
Richmond (City Limits)	112	66
Roanoke (City Limits)	96	51
Virginia Beach – Sept. thru May / June thru August	89 / 151	56
Wallops Island (Accomack County) – Sept. thru June / July & August	85 / 127	56
Warrenton (Fauquier County)	92	46
Washington, D.C. (Cities of Alexandria, Fairfax, Falls Church; Counties of Arlington, Fairfax) – July & August / Sept. & Oct. / Nov. thru Feb. / March thru June	169 / 226 / 183 / 226	71
Williamsburg (Counties of James City & York) Sept. thru Oct. / Nov. thru August	77 / 96	51

* As of October 1, 2011

Meals and Incidentals

Total	\$41	\$46	\$51	\$56	\$61	\$66
Breakfast	7	7	8	9	10	11
Lunch	11	11	12	13	15	16
Dinner	18	23	26	29	31	34
Incidentals	5	5	5	5	5	5
75% on Departure or Return Days**	\$32	\$36	\$40	\$44	\$47	\$51
Departure or Return Day w/ Lunch Provided	\$23.75	\$27.50	\$30.50	\$33.50	\$35.75	\$38.75

Mileage Rate

55.5 cents per mile (current IRS rate) when using a personal vehicle is cost justified or a state vehicle is not available

24.6 cents per mile when a personal vehicle is elected for convenience.

* As of October 1, 2011