

SECTION 6: TRAVEL

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6.1 INTRODUCTION

The Navajo County Travel Policy is to be used for all authorized County travel. Non-compliance with the Navajo County Travel Policy including the improper claim of expenses may result in appropriate disciplinary action up to and including termination.

The purpose of the Navajo County Travel Policy is to ensure:

- A. Compliance with State of Arizona Revised Statutes.
- B. Compliance with applicable sections of the U.S. Internal Revenue Code.
- C. Travel expenses incurred while conducting official business of Navajo County are appropriate and necessary.
- D. Reasonable accommodations and expense reimbursements are provided to Navajo County employees.
- E. Compliance with the County's formally adopted budget.

6.2 STATUTORY AUTHORITY

Arizona statutes allow for the reimbursement of travel expenses for state employees and officers under A.R.S. §38-621 thru §38-637. Navajo County generally follows the provisions of these statutes.

6.3 DEFINITIONS

- A. Authorized travel – Travel for official County business that has been budgeted and approved by the appropriate Elected Official, Department Director or the County Manager.
- B. Conference Designated Lodging - The hotel(s) where a conference, convention, seminar, training, affiliate or association meeting is being held as specified in the brochure. Accommodations at alternate hotels in the immediate vicinity of these functions may be considered as conference designated lodging when no vacancies exist at the recommended hotel(s).
- C. Duty Post - The place an officer or employee spends the largest portion of his regular working time or the place to which they return on completion of a special assignment. An employee who has more than one place of work on a regular basis is deemed to have multiple duty posts. In accordance with A.R.S §11-215 the duty post for members of the Board of Supervisors shall be their principal residence. The duty post for members of other boards, commissions, advisory

committees and volunteers who are not employees of the County shall be their principal residence.

- D. Normal Work Day - The typical period of time an employee is at work.
- E. Business Meal - A meal that is consumed while conducting official County business.
- F. Per Diem - The maximum daily allowance for meals and travel related expenses.
- G. Travel Status - An employee is considered to be on travel status when traveling on County business outside of Navajo County and more than fifty miles from their duty post or personal residence if closer to the destination.
- H. Local Mileage - Personal vehicle mileage that is eligible for reimbursement when an employee is not on travel status.
- I. Conference – Refers to conferences, conventions, seminars, trainings, and affiliate or association meetings.
- J. Volunteer - A person that is giving their time, assistance and expertise to the county without compensation.

6.4 TRAVEL POLICY

- A. All authorized travelers may claim expenses as provided in this policy.
- B. Maximum Mileage, Lodging and Meal Reimbursement rates are established by the Navajo County Board of Supervisors (see Section 6.10).
- C. The Elected Official, Department Director or their designee must authorize all employee travel. All out-of-State travel must have prior approval of the Elected Official or County Manager.
- D. A Navajo County purchasing card is the preferred method of payment for all authorized travel expenditures. If a traveler requires an advance or reimbursement only one check will be issued for each authorized travel.
- E. Each department is responsible for providing direction and information concerning travel to their personnel, subject to the limitations of the travel policy.
- F. The Elected Official or County Manager may authorize exceptions to the provisions of this travel policy for extraordinary circumstances. Such exceptions must be documented.

6.5 CONFERENCES

- A. Registration expenses for conferences should be paid with a purchasing card in advance. When purchasing cards are not accepted a purchase order for the registration should be submitted early enough for routine processing through the accounts payable system.
- B. Lodging at a conference hotel may be for an amount in excess of the Maximum Travel Reimbursement Rate if approved by the Elected Official or Department Director. If the conference hotel rate is more than 110% of the amount allowed under the Maximum Travel Reimbursement Rate prior approval of the Elected Official or County Manager is required.

6.6 TRANSPORTATION

- A. Allowable expenses include common carrier fares, privately owned motor vehicle mileage, bridge and road tolls, necessary taxi, bus or streetcar fares, motor vehicle rental, and reasonable baggage handling expenses.
- B. The means of transportation should be the most economical and in the best interests of the County. Any portion of travel by an indirect route or for personal business is not an allowable expense. Excess travel time must be charged to annual leave.
- C. A valid Arizona driver's license is required if an employee is driving any motor vehicle while on County business. The employee must enter their driver's license number on the Employee Travel Form.
- D. County Vehicles
 - 1. County vehicles must be used for travel when possible. Elected Officials and Department Directors may approve the use of private vehicles when necessary. Local mileage may be approved for employees not on travel status to conduct county business if a county vehicle is not available.
 - 2. Out-of-state use of County-owned motor vehicles must be approved by the Elected Official or County Manager.
 - 3. County fuel and maintenance facilities should be used whenever possible. County purchasing cards may be used for the purchase of fuel, oil and minor repairs of County vehicles if necessary. Each department is

responsible for the costs of operating their County-owned motor vehicles, including fuel, parking, maintenance and repairs.

E. Privately-Owned Motor Vehicle

1. Out-of-state travel using a privately owned motor vehicle may be allowed with approval by the Elected Official or County Manager. Mileage will be authorized at the lesser of either the mileage times the adopted mileage rate or air coach fare to the same destination plus applicable ground transportation costs. If a privately-owned vehicle for out-of-state travel is used for the convenience of the employee per diem should not exceed amounts allowed by the most efficient means of travel. Any additional time taken to drive a private vehicle out-of-state must be taken as annual leave.
2. Mileage reimbursements may be authorized for in-state travel at the current mileage reimbursement rate (Section 6.10). Mileage can be calculated using actual odometer readings, official maps or internet mileage calculations. Documentation supporting mileage should be included with the Employee Travel Form.
3. Purchasing cards are not to be used to purchase fuel for privately owned vehicles.
4. Personal insurance is required for all employees operating a privately-owned vehicle on County business as required by ARS §28- 4135. If an employee does not carry motor vehicle liability they will be prohibited from using their privately-owned motor vehicle on County business.
5. Liability for an accident in a privately owned motor vehicle while on County business is covered by the employee's liability insurance policy. If the accident liability exceeds their personal liability coverage the County's insurance program may provide some coverage. The County will not reimburse an employee for any physical damage to a personal motor vehicle involved in an accident, regardless of fault.

F. Rented Motor Vehicles

1. Rented motor vehicles must be for the benefit of the County and not for the personal convenience of the employee. The Elected Official or Department Director is responsible for determining that a rented motor vehicle is the best option.
2. When an employee rents a motor vehicle on County business they are automatically insured for liability and physical damage losses. Therefore,

rented motor vehicle insurance costs incurred by the traveler are not reimbursable.

3. Gasoline purchases should be made with a purchasing card.

G. Airlines

1. Allowable expenses for commercial air travel shall be limited to the lowest fare available. The cost may exceed the lowest fare if air travel at a higher cost results in a clear benefit to the County.
2. Flight insurance can only be purchased at the employee's expense.
3. Commuter flights from local areas to Phoenix are an acceptable mode of travel when such travel is prudent and reasonable. Commuter flights must be pre-approved by the Elected Official or Department Director.

H. Chartered Aircraft

1. Chartered aircraft travel is allowed provided a common carrier is not feasible or an alternate mode of travel is impractical.
2. Use of chartered aircraft must be pre-approved by the Elected Official or County Manager.
3. Chartered air service may only be obtained from FAA licensed commercial flight operators.

- I. Privately Owned Aircraft - Requires prior Elected Official or County Manager approval. Mileage reimbursements are based on statute miles at adopted rates (see Section 6.10). Mileage should be determined using the most direct air route. Landing and parking fees are allowed except at the location where the aircraft is normally based.

- J. Railroads and Buses - Railroad or bus travel may be used when convenient or economical and their use will not involve excessive travel time.

- K. Local Transportation, Tolls and Parking - Taxi, bus, limousine and streetcar use is classified as local transportation and can be reimbursed. Other expenses such as tolls and parking are also reimbursable. Purchasing cards should be used where possible.

L. County Liability Insurance

1. County Administration has established programs to handle all claims for property damage, public liability and workers' compensation involving the County, its property and employees.
2. Should an employee become involved in an accident that results in damage to County property, damage to property of others, bodily injury or some other form of damage to an individual or organization, the situation should reported immediately by phone to administration. A full written report must be submitted to administration on the risk management incident form. Personal injury must be reported on the Workers Compensation form.
3. In addition to the above information, the employee directly or indirectly involved in an accident, shall not talk about the accident to anyone other than the appropriate individual(s) within their department, administration or an attorney representing the County. Other than these people, no discussion should take place concerning the accident, nor should any reports be given to any other individuals.

6.7 LODGING

- A. In-County lodging will not be reimbursed unless (1) an emergency exists and lodging is approved by the Elected Official or Department Director or (2) lodging costs are associated with a conference being held in County and is more than 50 miles away from the employee's home.
- B. Out-of-County lodging may be authorized when the employee is in travel status and their work day is extended beyond 13 hours.
- C. Lodging must be at a commercial establishment at the lowest available rate such as state government, corporate, commercial or internet special. Maximum allowable lodging rates are included in Section 6.10.
- D. Reimbursement for lodging shared with an individual not on County business (such as a spouse) will be at the single room rate.

6.8 MEALS

- A. Eligibility for authorized meal expense reimbursement - Employees must be in authorized travel status to be eligible for meals. Authorized meal expense is limited to actual expense up to the daily per diem amount. Employees must be in travel status a minimum of five hours to be eligible for meal allowances.

- B. Travel Advances – Travel advances will be issued for per diem amounts only upon prior approval of the Elected Official or County Manager.
- C. Meals provided by Hotel, Meeting or Conference - No allowance will be authorized when meals are provided by the hotel or organization as a part of a conference or meeting.
- D. Meals provided while traveling without an overnight stay is taxable. Meals provided while on travel status with an overnight stay is not taxable.
 - 1. Breakfast – Is not allowed on the first day of travel unless approved in advance by the Elected Official or County Manager.
 - 2. Other Meals – Allowance of lunch and dinner on the first and last days of travel must be approved by the Elected Official or Department Director considering an employee’s authorized hours of travel.
 - 3. Overnight Travel within Navajo County – If travel is authorized under Travel Policy Section 6.7(A) meals will be allowed.
 - 4. Emergency Meals - Under emergency circumstances meals or meal allowances may be provided by Navajo County with the approval of the Elected Official or County Manager.
 - 5. Business Meals - When required to conduct official County business prior approval of the Elected Official or County Manager must be obtained. Documentation to justify the validity of a business meal should include a list the names of the persons who attended the meeting and an agenda or statement as to the business purpose of the meeting.
 - 6. Volunteer Reimbursements - In accordance with A.R.S §11-251(49) the Planning & Zoning Commission, Board Of Adjustment, Workforce Investment Board and other boards comprised of volunteer members are authorized per diem at the dinner rate, regardless of the meeting time. Round trip mileage to a meeting from their personal residence is also allowed. See Section 6.10 for meal and mileage reimbursement rates.
 - 7. Tips – Reasonable tips may be allowed and are included in the maximum meal reimbursement rates (see 6.10(C)).

6.9 TRAVEL RECONCILIATION

- A. The Elected Official or Department Director or their designee should ensure:
1. That all travel expenditures are within their adopted budget.
 2. The travel complies with the County Travel Policy and has been properly approved.
 3. Adequate travel documentation is maintained.
 - a. A commercial establishment's original purchase order, invoice and receipts as applicable are required for travel expenses including conference registrations, transportation, lodging, meals and other miscellaneous charges.
 - b. Copies of all registration forms, meeting schedules, brochures or agendas shall be submitted with the Travel Form.
 - c. Copies of purchase made with the County purchasing card can be included with the Travel Form. Original P-card receipts are retained with the monthly P-card reconciliation.
 4. The Employee Travel Form is properly completed and signed by the employee and department official.
 5. The original Employee Travel Form including supporting documentation is maintained by the department. An electronic copy of the Employee Travel Form and supporting documentation will be maintained on-line for audit and review purposes.
 6. When a travel reimbursement amount is due to an employee a copy of the Employee Travel Form will be submitted to Finance where the payment will be processed promptly through the County's accounts payable system.
 7. Amounts due to the County are repaid within a reasonable amount of time. If amounts are not repaid timely they may be withheld from the employee's bi-weekly payroll.

6.10 MAXIMUM TRAVEL REIMBURSEMENT RATES

- A. Personal vehicle mileage reimbursement: 44.5 cents per mile
- B. Privately-owned aircraft 99.5 cents per statute mile
- C. Meals \$50 per day for all locations
 - Breakfast \$10.00
 - Lunch \$15.00
 - Dinner \$25.00
- D. Lodging See Addendum A

ADDENDUM A

In-State Lodging Rates

	Primary Destination	County	Begin	End	Lodging
Arizona	All cities not listed below	All counties not listed below			\$60
	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Oct 1	Oct 31	\$81
	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Nov 1	Feb 28	\$81
	Grand Canyon / Flagstaff	Coconino (Except The City Limits Of Sedona)	Mar 1	Sep 30	\$65
	Kayenta	Navajo			\$71
	Phoenix / Scottsdale	Maricopa	Oct 1	Dec 31	\$103
	Phoenix / Scottsdale	Maricopa	Jan 1	Mar 31	\$141
	Phoenix / Scottsdale	Maricopa	Apr 1	May 31	\$109
	Phoenix / Scottsdale	Maricopa	Jun 1	Aug 31	\$74
	Phoenix / Scottsdale	Maricopa	Sep 1	Sep 30	\$103
	Sedona	City of Sedona which falls within Yavapai and Coconino Counties	Oct 1	Feb 28	\$107
	Sedona	City of Sedona which falls within Yavapai and Coconino Counties	Mar 1	May 31	\$118
	Sedona	City of Sedona which falls within Yavapai and Coconino Counties	Jun1	Sep 30	\$107
	Sierra Vista	Cochise			\$66
	Tucson	Pima	Oct 1	Dec 31	\$83
	Tucson	Pima	Jan 1	Mar 31	\$119
	Tucson	Pima	Apr 1	Sep 30	\$83
	Yuma	Yuma			\$71

Out-of State Lodging Rates

State	Primary Destination	County	Begin	End	Lodging
Alabama	Birmingham	Jefferson and Shelby			\$80
	Gulf Shores	Baldwin	Oct 1	May 31	\$88
	Gulf Shores	Baldwin	Jun 1	Jul 31	\$107
	Gulf Shores	Baldwin	Aug 1	Sep 30	\$88
	Huntsville	Madison and Limestone			\$71
	Montgomery	Montgomery			\$73
Arkansas	Hot Springs	Garland			\$87
	Little Rock	Pulaski			\$76
California	Antioch / Brentwood / Concord / Lafayette / Martinez / Pleasant Hill / Richmond / San Ramon / Walnut Creek	Contra Costa			\$104
	Bakersfield / Delano (Naval Weapons Center and Ordinance Test Station) / China Lake	Kern			\$70
	Barstow / Ontario / Victorville	San Bernardino			\$87
	Benicia / Dixon / Fairfield / Vacaville / Vallejo	Solano			\$87
	Brawley / Calexico / El Centro / Imperial	Imperial			\$75
	Chico / Orville	Butte			\$68
	Clearlake	Lake			\$65
	Death Valley	Inyo			\$76
	Fresno	Fresno			\$79
	Los Angeles	Los Angeles / Orange and Ventura, Edwards AFB			\$110
	Mammoth Lakes	Mono			\$101
	Mill Valley / San Rafael / Novato / Corte Madera / Sausalito / Tiburon / Larkspur	Marin			\$104
	Modesto	Stanislaus			\$79
	Monterey	Monterey			\$111
	Napa	Napa			\$129
	Oakhurst	Madera	Oct 1	Jan 31	\$64
	Oakhurst	Madera	Feb 1	Aug 31	\$75
Oakhurst	Madera	Sep 1	Sep 30	\$64	
Oakhurst	Alameda			\$94	
Palm Springs	Riverside	Oct 1	Dec 31	\$105	
Palm Springs	Riverside	Jan 1	Apr 30	\$131	
Palm Springs	Riverside	May 1	Aug 31	\$88	
Palm Springs	Riverside	Sep 1	Sep 30	\$105	
Point Arena / Gualala	Mendocino			\$71	
Redding	Shasta			\$78	
Sacramento	Sacramento			\$103	
San Diego	San Diego			\$131	
	San Francisco	San Francisco			\$140
	San Luis Obispo	San Luis Obispo			\$102

	Primary Destination	County	Begin	End	Lodging
California	San Mateo / Foster City / Belmont	San Mateo			\$98
	Santa Barbara	Santa Barbara	Oct 1	Jun 30	\$130
	Santa Barbara	Santa Barbara	Jul 1	Aug 31	\$101
	Santa Barbara	Santa Barbara	Sep 1	Sep 30	\$170
	Santa Cruz	Santa Cruz	Oct 1	May 31	\$108
	Santa Cruz	Santa Cruz	Jun 1	Aug 31	\$122
	Santa Cruz	Santa Cruz	Sep 1	Sep 30	\$101
	Santa Monica	City Limits of Santa Monica			\$170
	Santa Rosa	Sonoma			\$108
	South Lake Tahoe	El Dorado	Oct 1	Nov 30	\$122
	South Lake Tahoe	El Dorado	Dec 1	Mar 31	\$144
	South Lake Tahoe	El Dorado	Apr 1	Jun 30	\$106
	South Lake Tahoe	El Dorado	Jul 1	Sep 30	\$122
	Stockton	San Joaquin			\$75
	Sunnyvale / Palo Alto / San Jose	Santa Clara			\$110
	Tahoe City	Placer			\$98
	Truckee	Nevada			\$87
	Visalia / Lemoore	Tulare and Kings			\$70
	West Sacramento	Yolo			\$75
	Yosemite National Park	Mariposa	Oct 1	Mar 31	\$129
	Yosemite National Park	Mariposa	Apr 1	Aug 31	\$85
	Yosemite National Park	Mariposa	Sep 1	Sep 30	\$129
Colorado	Aspen	Pitkin	Oct 1	Nov 30	\$108
	Aspen	Pitkin	Dec 1	Apr 30	\$225
	Aspen	Pitkin	May 1	Aug 31	\$127
	Aspen	Pitkin	Sep 1	Sep 30	\$108
	Boulder / Broomfield	Boulder and Broomfield			\$93
	Colorado Springs	El Paso			\$80
	Cortez	Montezuma	Oct 1	May 31	\$70
	Cortez	Montezuma	Jun 1	Aug 31	\$86
	Cortez	Montezuma	Sep 1	Sep 30	\$70
	Crested Butte / Gunnison	Gunnison	Oct 1	Nov 30	\$84
	Crested Butte / Gunnison	Gunnison	Dec 1	Jan 31	\$240
	Crested Butte / Gunnison	Gunnison	Feb 1	Apr 30	\$222
	Crested Butte / Gunnison	Gunnison	May 1	Sep 30	\$84
	Denver / Aurora	Denver / Adams / Arapahoe / Jefferson Counties			\$127
	Douglas County	Douglas			\$84
	Durango	La Plata	Oct 1	May 31	\$81
	Durango	La Plata	Jun 1	Sep 30	\$106
	Fort Collins / Loveland	Larimer			\$80
	Glenwood Springs / Grand Junction	Garfield / Mesa			\$69
	Montrose	Montrose	Oct 1	May 31	\$64
	Montrose	Montrose	Jun 1	Sep 30	\$79
State	Primary Destination	County	Begin	End	Lodging
Colorado	Silverthorne / Breckenridge	Summit	Oct 1	Nov 30	\$92
	Silverthorne / Breckenridge	Summit	Dec 1	Apr 30	\$140

	Silverthorne / Breckenridge	Summit	May 1	Sep 30	\$92
	Steamboat Springs	Routt	Oct 1	Nov 30	\$95
	Steamboat Springs	Routt	Dec 1	Mar 31	\$169
	Steamboat Springs	Routt	Apr 1	Sep 30	\$95
	Telluride	San Miguel	Oct 1	Jan 31	\$150
	Telluride	San Miguel	Feb 1	Apr 30	\$192
	Telluride	San Miguel	May 1	Sep 30	\$119
	Vail	Eagle	Oct 1	Nov 30	\$127
	Vail	Eagle	Dec 1	Mar 31	\$301
	Vail	Eagle	Apr 1	Sep 30	\$127
Connecticut	Bridgeport / Danbury	Fairfield			\$113
	Cromwell / Old Saybrook	Middlesex			\$79
	Hartford	Hartford			\$99
	Lakeville / Salisbury	Litchfield			\$90
	New Haven	New Haven			\$89
	New London / Groton	New London			\$94
	Putnam / Danielson / Storrs / Mansfield	Windham / Tolland			\$71
Delaware	Dover	Kent	Oct 1	May 31	\$76
	Dover	Kent	Jun 1	Sep 30	\$86
	Lewes	Sussex	Oct 1	Jun 30	\$73
	Lewes	Sussex	Jul 1	Aug 31	\$106
	Lewes	Sussex	Sep 1	Sep 30	\$73
	Wilmington	New Castle			\$102
Florida	Altamonte Springs	Seminole			\$80
	Bradenton	Manatee	Oct 1	Jan 31	\$89
	Bradenton	Manatee	Feb 1	Mar 31	\$131
	Bradenton	Manatee	Apr 1	Sep 30	\$89
	Cocoa Beach	Brevard	Oct 1	Dec 31	\$93
	Cocoa Beach	Brevard	Jan 1	Mar 31	\$103
	Cocoa Beach	Brevard	Apr 1	Sep 30	\$93
	Daytona Beach	Volusia	Oct 1	Jan 31	\$83
	Daytona Beach	Volusia	Feb 1	Mar 31	\$138
	Daytona Beach	Volusia	Apr 1	Jul 31	\$91
	Daytona Beach	Volusia	Aug 1	Sep 30	\$83
	Fort Lauderdale	Broward	Oct 1	Dec 31	\$126
	Fort Lauderdale	Broward	Jan 1	Mar 31	\$172
	Fort Lauderdale	Broward	Apr 1	May 31	\$126
	Fort Lauderdale	Broward	Jun 1	Sep 30	\$94
	Fort Myers	Lee	Oct 1	Dec 31	\$81
	Fort Myers	Lee	Jan 1	Apr 30	\$127
	Fort Myers	Lee	May 1	Sep 30	\$81
	Fort Pierce	Saint Lucie	Oct 1	Jan 31	\$89
	Fort Pierce	Saint Lucie	Feb 1	Mar 31	\$129
	Fort Pierce	Saint Lucie	Apr 1	Sep 30	\$89
	Fort Walton Beach / De Funiak Springs	Okaloosa And Walton	Nov 1	Feb 28	\$80
State	Primary Destination	County	Begin	End	Lodging
Florida	Fort Walton Beach / De Funiak Springs	Okaloosa And Walton	Mar 1	May 31	\$128
	Fort Walton Beach / De Funiak Springs	Okaloosa And Walton	Jun 1	Jul 31	\$168
	Fort Walton Beach / De Funiak Springs	Okaloosa And Walton	Aug 1	Sep 30	\$109
	Gainesville	Alachua			\$79

	Gulf Breeze	Santa Rosa	Oct 1	Feb 28	\$87
	Gulf Breeze	Santa Rosa	Mar 1	Sep 30	\$103
	Jacksonville / Jacksonville Beach / Mayport Naval Station / Fernandina Beach / Atlantic Beach	Duval / City Of Jacksonville And Nassau			\$78
	Key West	Monroe	Oct 1	Nov 30	\$139
	Key West	Monroe	Dec 1	Jan 31	\$168
	Key West	Monroe	Feb 1	Mar 31	\$214
	Key West	Monroe	Apr 1	Sep 30	\$139
	Kissimmee	Osceola	Oct 1	Jun 30	\$75
	Kissimmee	Osceola	Jul 1	Aug 31	\$63
	Kissimmee	Osceola	Sep 1	Sep 30	\$75
	Lakeland	Polk			\$81
	Leesburg	Lake	Oct 1	Nov 30	\$67
	Leesburg	Lake	Dec 1	Mar 31	\$75
	Leesburg	Lake	Apr 1	Sep 30	\$67
	Miami	Miami-Dade	Oct 1	Dec 31	\$107
	Miami	Miami-Dade	Jan 1	Mar 31	\$157
	Miami	Miami-Dade	Apr 1	Sep 30	\$107
	Naples	Collier	Oct 1	Jan 31	\$110
	Naples	Collier	Feb 1	Mar 31	\$190
	Naples	Collier	Apr 1	Sep 30	\$110
	Ocala	Marion	Oct 1	Dec 31	\$77
	Ocala	Marion	Jan 1	Mar 31	\$92
	Ocala	Marion	Apr 1	Sep 30	\$77
	Orlando	Orange	Oct 1	Dec 31	\$89
	Orlando	Orange	Jan 1	Mar 31	\$114
	Orlando	Orange	Apr 1	Sep 30	\$89
	Palm Beach	Boca Raton / Delray Beach / Jupiter / Palm Beach Gardens / Palm Beach / Palm Beach Shores / Singer Island And West Palm Beach.	Oct 1	Jan 31	\$110
	Palm Beach	Boca Raton / Delray Beach / Jupiter / Palm Beach Gardens / Palm Beach / Palm Beach Shores / Singer Island And West Palm Beach.	Feb 1	Mar 31	\$163
State	Primary Destination	County	Begin	End	Lodging
Florida	Palm Beach	Boca Raton / Delray Beach / Jupiter / Palm Beach Gardens / Palm Beach / Palm Beach Shores / Singer Island And West Palm Beach.	Apr 1	Sep 30	\$110
	Panama City	Bay	Oct 1	Feb 28	\$79
	Panama City	Bay	Mar 1	May 31	\$106
	Panama City	Bay	Jun 1	Jul 31	\$127

	Panama City	Bay	Aug 1	Sep 30	\$79
	Pensacola / Pensacola Beach	Escambia			\$94
	Punta Gorda	Charlotte	Oct 1	Jan 31	\$78
	Punta Gorda	Charlotte	Feb 1	Mar 31	\$110
	Punta Gorda	Charlotte	Apr 1	Sep 30	\$78
	Sarasota	Sarasota	Oct 1	Jan 31	\$88
	Sarasota	Sarasota	Feb 1	Mar 31	\$133
	Sarasota	Sarasota	Apr 1	Sep 30	\$88
	Sebring	Highlands			\$92
	St. Augustine	St. Johns	Oct 1	Jan 31	\$92
	St. Augustine	St. Johns	Feb 1	Mar 31	\$111
	St. Augustine	St. Johns	Apr 1	Sep 30	\$92
	Stuart	Martin	Oct 1	Oct 31	\$101
	Stuart	Martin	Nov 1	Jan 31	\$119
	Stuart	Martin	Feb 1	Mar 31	\$159
	Stuart	Martin	Apr 1	Sep 30	\$101
	Tallahassee	Leon			\$82
	Tampa / St. Petersburg	Pinellas And Hillsborough	Oct 1	Dec 31	\$88
	Tampa / St. Petersburg	Pinellas And Hillsborough	Jan 1	Mar 31	\$111
	Tampa / St. Petersburg	Pinellas And Hillsborough	Apr 1	Sep 30	\$88
	Vero Beach	Indian River	Oct 1	Jan 31	\$98
	Vero Beach	Indian River	Feb 1	Mar 31	\$131
	Vero Beach	Indian River	Apr 1	Sep 30	\$98
Georgia	Athens	Clarke			\$81
	Atlanta	Fulton / Dekalb And Cobb			\$124
	Augusta	Richmond			\$72
	Columbus	Muscogee			\$79
	Conyers	Rockdale			\$71
	Duluth / Norcross / Lawrenceville / Braselton	Gwinnett			\$72
	Jekyll Island / Brunswick	Glynn			\$100
	Savannah	Chatham			\$95
Idaho	Boise	Ada			\$79
	Coeur D'Alene	Kootenai	Oct 1	May 31	\$65
	Coeur D'Alene	Kootenai	Jun 1	Aug 31	\$95
	Coeur D'Alene	Kootenai	Sep 1	Sep 30	\$65
State	Primary Destination	County	Begin	End	Lodging
Idaho	Sun Valley / Ketchum	Blaine	Oct 1	Jun 30	\$71
	Sun Valley / Ketchum	Blaine	Jul 1	Aug 31	\$82
	Sun Valley / Ketchum	Blaine	Sep 1	Sep 30	\$71
	Twin Falls	Twin Falls			\$71
Illinois	Bolingbrook / Romeoville / Lemont / Lockport / Homer Glen / Mokena / New Lenox	Will			\$76
	Chicago	Cook And Lake	Oct 1	Nov 30	\$173
	Chicago	Cook And Lake	Dec 1	Apr 30	\$138
	Chicago	Cook And Lake	May 1	Jun 30	\$169
	Chicago	Cook And Lake	Jul 1	Aug 31	\$141
	Chicago	Cook And Lake	Sep 1	Sep 30	\$173
	Elgin / Aurora	City Of Elgin / Kane			\$80
	Oak Brook Terrace	Dupage			\$95

	Rockford	Winnebago			\$65
	Springfield	Sangamon			\$76
Indiana	Bloomington	Monroe			\$84
	Brownsburg / Plainfield	Hendricks			\$67
	Ft. Wayne	Allen			\$68
	Hammond / Munster / Merrillville	Lake			\$77
	Indianapolis / Carmel	Marion / Hamilton / Fort Benjamin Harrison Military Base			\$93
	Lafayette	Tippecanoe			\$75
	Michigan City	La Porte			\$75
	Nashville	Brown			\$66
	South Bend	St. Joseph			\$86
	Valparaiso / Burlington Beach	Porter			\$75
Iowa	Cedar Rapids	Linn			\$72
	Des Moines	Polk			\$74
Kansas	Fort Riley / Manhattan	Geary / Riley And Pottawatomie			\$67
	Kansas City / Overland Park	Wyandotte And Johnson			\$96
	Wichita	Sedgwick			\$75
Kentucky	Boone County	Boone			\$88
	Kenton County	Kenton			\$94
	Lexington	Fayette			\$84
	Louisville	Jefferson	Oct 1	May 31	\$94
	Louisville	Jefferson	Jun 1	Aug 31	\$85
	Louisville	Jefferson	Sep 1	Sep 30	\$94
Louisiana	Baton Rouge	East Baton Rouge Parish	Oct 1	Mar 31	\$94
	Baton Rouge	East Baton Rouge Parish	Apr 1	Jun 30	\$80
	Baton Rouge	East Baton Rouge Parish	Jul 1	Sep 30	\$94
	Covington / Slidell	St. Tammany Parish	Oct 1	Mar 31	\$95
	Covington / Slidell	St. Tammany Parish	Apr 1	Aug 31	\$70
	Covington / Slidell	St. Tammany Parish	Sep 1	Sep 30	\$95
State	Primary Destination	County	Begin	End	Lodging
Louisiana	Lake Charles	Calcasieu Parish			\$71
	New Orleans	Orleans / St. Bernard / Jefferson And Plaquemine Parishes	Oct 1	May 31	\$148
	New Orleans	Orleans / St. Bernard / Jefferson And Plaquemine Parishes	Jun 1	Sep 30	\$102
	Shreveport	Caddo And Bossier Parishes			\$66
Maine	Bar Harbor	Hancock	Oct 1	May 31	\$67
	Bar Harbor	Hancock	Jun 1	Sep 30	\$123
	Kennebunk / Kittery / Sanford	York	Oct 1	Oct 31	\$81
	Kennebunk / Kittery / Sanford	York	Nov 1	Jun 30	\$69
	Kennebunk / Kittery / Sanford	York	Jul 1	Aug 31	\$108

	Kennebunk / Kittery / Sanford	York	Sep 1	Sep 30	\$81
	Portland	Cumberland, Sagadahoc	Oct 1	Jun 30	\$82
	Portland	Cumberland, Sagadahoc	Jul 1	Sep 30	\$103
	Rockport	Knox	Oct 1	Jun 30	\$60
	Rockport	Knox	Jul 1	Aug 31	\$85
	Rockport	Knox	Sep 1	Sep 30	\$60
Maryland	Aberdeen / Bel Air / Belcamp / Edgewood	Harford			\$82
	Annapolis	Anne Arundel			\$116
	Baltimore City	Baltimore City			\$148
	Baltimore County	Baltimore			\$92
	Cambridge / St. Michaels	Dorchester And Talbot	Oct 1	Oct 31	\$135
	Cambridge / St. Michaels	Dorchester And Talbot	Nov 1	Apr 30	\$99
	Cambridge / St. Michaels	Dorchester And Talbot	May 1	Aug 31	\$146
	Cambridge / St. Michaels	Dorchester And Talbot	Sep 1	Sep 30	\$135
	Columbia	Howard			\$104
	Frederick	Frederick			\$85
	Hagerstown	Washington			\$65
	La Plata / Indian Head	Charles			\$70
	Lexington Park / Leonardtown / Lusby	St. Mary's And Calvert			\$82
	Ocean City	Worcester	Oct 1	May 31	\$74
	Ocean City	Worcester	Jun 1	Sep 30	\$159
	Washington DC Metro Area	Montgomery and Prince Georges	Oct 1	Nov 30	\$195
	Washington DC Metro Area	Montgomery and Prince Georges	Dec 1	May 31	\$188
State	Primary Destination	County	Begin	End	Lodging
Maryland	Washington DC Metro Area	Montgomery and Prince Georges	Jun 1	Aug 31	\$162
	Washington DC Metro Area	Montgomery and Prince Georges	Sep 1	Sep 30	\$195
Massachusetts	Andover	Essex			\$84
	Boston / Cambridge	Suffolk / City Of Cambridge	Oct 1	Oct 31	\$203
	Boston / Cambridge	Suffolk / City Of Cambridge	Nov 1	Aug 31	\$168
	Boston / Cambridge	Suffolk / City Of Cambridge	Sep 1	Sep 30	\$203
	Burlington / Woburn	Middlesex			\$104
	Falmouth	City Limits Of Falmouth	Oct 1	Jun 30	\$85
	Falmouth	City Limits Of Falmouth	Jul 1	Aug 31	\$128
	Falmouth	City Limits Of Falmouth	Sep 1	Sep 30	\$85
	Hyannis	Barnstable	Oct 1	Apr 30	\$80
	Hyannis	Barnstable	May 1	Jun 30	\$95
	Hyannis	Barnstable	Jul 1	Aug 31	\$124
	Hyannis	Barnstable	Sep 1	Sep 30	\$80
	Martha's Vineyard	Dukes	Oct 1	Oct 31	\$116

	Martha's Vineyard	Dukes	Nov 1	May 31	\$96
	Martha's Vineyard	Dukes	Jun 1	Aug 31	\$175
	Martha's Vineyard	Dukes	Sep 1	Sep 30	\$116
	Nantucket	Nantucket	Oct 1	Nov 30	\$154
	Nantucket	Nantucket	Dec 1	May 31	\$130
	Nantucket	Nantucket	Jun 1	Aug 31	\$224
	Nantucket	Nantucket	Sep 1	Sep 30	\$154
	Northampton	Hampshire			\$88
	Pittsfield	Berkshire	Oct 1	Jun 30	\$87
	Pittsfield	Berkshire	Jul 1	Aug 31	\$104
	Pittsfield	Berkshire	Sep 1	Sep 30	\$87
	Plymouth / Taunton / New Bedford	Plymouth / Bristol			\$91
	Quincy	Norfolk			\$111
	Springfield	Hampden			\$90
	Worcester	Worcester			\$87
Michigan	Ann Arbor	Washtenaw			\$86
	Benton Harbor / St. Joseph / Stevensville	Berrien			\$68
	Charlevoix	Charlevoix			\$71
	Detroit	Wayne			\$100
	East Lansing / Lansing	Ingham And Eaton			\$75
	Flint	Genessee			\$73
	Frankenmuth	Saginaw			\$67
	Grand Rapids	Kent			\$75
	Holland	Ottawa			\$72
	Kalamazoo / Battle Creek	Kalamazoo / Calhoun			\$75
	Mackinac Island	Mackinac	Oct 1	Jun 30	\$65
	Mackinac Island	Mackinac	Jul 1	Aug 31	\$88
	Mackinac Island	Mackinac	Sep 1	Sep 30	\$65
State	Primary Destination	County	Begin	End	Lodging
Michigan	Midland	Midland			\$85
	Mount Pleasant	Isabella			\$68
	Muskegon	Muskegon	Oct 1	May 31	\$64
	Muskegon	Muskegon	Jun 1	Aug 31	\$80
	Muskegon	Muskegon	Sep 1	Sep 30	\$64
	Ontonagon / Baraga / Houghton	Ontonagon / Baraga / Houghton			\$72
	Petoskey	Emmet	Oct 1	Jun 30	\$67
	Petoskey	Emmet	Jul 1	Aug 31	\$90
	Petoskey	Emmet	Sep 1	Sep 30	\$67
	Pontiac / Auburn Hills	Oakland			\$94
	Sault Ste Marie	Chippewa			\$62
	South Haven	Van Buren	Oct 1	May 31	\$63
	South Haven	Van Buren	Jun 1	Aug 31	\$85
	South Haven	Van Buren	Sep 1	Sep 30	\$63
	Traverse City And Leland	Grand Traverse And Leelanau	Oct 1	Jun 30	\$66
	Traverse City And Leland	Grand Traverse And Leelanau	Jul 1	Aug 31	\$103
	Traverse City And Leland	Grand Traverse And Leelanau	Sep 1	Sep 30	\$66
	Warren	Macomb			\$75
Minnesota	Coon Rapids / Ramsey	Anoka			\$72
	Duluth	St. Louis	Oct 1	May 31	\$71
	Duluth	St. Louis	Jun 1	Sep 30	\$87
	Eagan / Burnsville / Mendota Heights /	Dakota			\$80

	Dallas	Dallas County And City Of Dallas	Oct 1	Dec 31	\$100
	Dallas	Dallas County And City Of Dallas	Jan 1	Apr 30	\$111
	Dallas	Dallas County And City Of Dallas	May 1	Sep 30	\$100
State	Primary Destination	County	Begin	End	Lodging
Texas	El Paso	El Paso			\$76
	Galveston	Galveston			\$96
	Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend And Harris			\$95
	Hunt County	Hunt County			\$64
	Killeen	Bell			\$65
	Laredo	Webb			\$88
	McAllen	Hidalgo			\$75
	Plano	Collin			\$81
	Round Rock	Williamson			\$78
	San Antonio	Bexar			\$103
	South Padre Island	Cameron	Oct 1	Feb 28	\$71
	South Padre Island	Cameron	Mar 1	Aug 31	\$96
	South Padre Island	Cameron	Sep 1	Sep 30	\$71
	Waco	McLennan			\$76
Utah	Ogden	Weber			\$61
	Park City	Summit	Oct 1	Nov 30	\$68
	Park City	Summit	Dec 1	Mar 31	\$135
	Park City	Summit	Apr 1	Sep 30	\$68
	Provo	Utah			\$69
	Salt Lake City	Salt Lake And Tooele			\$90
Vermont	Burlington / St. Albans	Chittenden And Franklin	Oct 1	Oct 31	\$95
	Burlington / St. Albans	Chittenden And Franklin	Nov 1	Apr 30	\$81
	Burlington / St. Albans	Chittenden And Franklin	May 1	Sep 30	\$95
	Manchester	Bennington			\$79
	Montpelier	Washington			\$88
	Stowe	Lamoille	Oct 1	Nov 30	\$108
	Stowe	Lamoille	Dec 1	Feb 28	\$125
	Stowe	Lamoille	Mar 1	Sep 30	\$108
	White River Junction	Windsor	Oct 1	Feb 28	\$89
	White River Junction	Windsor	Mar 1	Aug 31	\$78
	White River Junction	Windsor	Sep 1	Sep 30	\$89
Virginia	Charlottesville	City Of Charlottesville			\$87
	Chesapeake / Suffolk	Cities of Chesapeake and Suffolk	Oct 1	Mar 31	\$74
	Chesapeake / Suffolk	Cities of Chesapeake and Suffolk	Apr 1	Aug 31	\$99
	Chesapeake / Suffolk	Cities of Chesapeake and Suffolk	Sep 1	Sep 30	\$74
	Chesterfield / Henrico Counties	Chesterfield / Henrico			\$81
Virginia	Hampton City / Newport News	Cities of Hampton City and Newport News	Oct 1	Mar 31	\$73
	Hampton City / Newport News	Cities of Hampton City and Newport News	Apr 1	Jun 30	\$88
	Hampton City / Newport News	Cities of Hampton City and Newport News	Jul 1	Sep 30	\$73
	James City and York Counties, Williamsburg	James City and York Counties, City of Williamsburg	Oct 1	Mar 31	\$70
	James City and York	James City and	Apr 1	Aug 31	\$89

	Counties, Williamsburg	York Counties, City of Williamsburg			
State	Primary Destination	County	Begin	End	Lodging
Virginia	James City and York Counties, Williamsburg	James City and York Counties, City of Williamsburg	Sep 1	Sep 30	\$70
	Loudoun County	Loudoun			\$131
	Lynchburg	Campbell / Lynchburg City			\$68
	Manassas	City of Manassas			\$87
	Norfolk / Portsmouth	Cities of Norfolk and Portsmouth	Oct 1	Oct 31	\$94
	Norfolk / Portsmouth	Cities of Norfolk and Portsmouth	Nov 1	Mar 31	\$77
	Norfolk / Portsmouth	Cities of Norfolk and Portsmouth	Apr 1	Sep 30	\$94
	Richmond City	City of Richmond			\$102
	Roanoke	City Limits Of Roanoke			\$76
	Spotsylvania County / City Of Fredericksburg	Spotsylvania			\$63
	Stafford / Prince William	Stafford / Prince			\$80
	Virginia Beach County	Virginia Beach	Oct 1	Mar 31	\$68
	Virginia Beach County	Virginia Beach	Apr 1	May 31	\$83
	Virginia Beach County	Virginia Beach	Jun 1	Aug 31	\$129
	Virginia Beach County	Virginia Beach	Sep 1	Sep 30	\$68
	Wallops Island	Accomack	Oct 1	Jun 30	\$78
	Wallops Island	Accomack	Jul 1	Aug 31	\$111
	Wallops Island	Accomack	Sep 1	Sep 30	\$78
	Warrenton	Fauquier			\$73
	Washington DC Metro Area	Cities of Alexandria, Fairfax and Falls Church; Arlington and Fairfax	Oct 1	Nov 30	\$195
	Washington DC Metro Area	Cities of Alexandria, Fairfax and Falls Church; Arlington and Fairfax	Dec 1	May 31	\$188
	Washington DC Metro Area	Cities of Alexandria, Fairfax and Falls Church; Arlington and Fairfax	Jun 1	Aug 31	\$162
	Washington DC Metro Area	Cities of Alexandria, Fairfax and Falls Church; Arlington and Fairfax	Sep 1	Sep 30	\$195
Washington	Anacortes / Camano Island / Coupeville / Mount Vernon / La Conner / Burlington / Friday Harbor	Skagit / Island / San Juan			\$74
	Bremerton	Kitsap			\$74
	Everett / Lynnwood	Snohomish			\$81
	Ocean Shores	Grays Harbor			\$82
	Olympia / Tumwater	Thurston			\$76
	Port Angeles / Port Townsend	Clallam And Jefferson	Oct 1	Jun 30	\$81

		Church And Fairfax / And The Counties Of Arlington And Fairfax / In Virginia; And The Counties Of Montgomery And Prince George's In Maryland) (See Also Maryland And Virginia)			
West Virginia	Charleston	Kanawha			\$87
	Huntington / Barboursville	Cabell / Wayne			\$61
	Morgantown	Monongalia			\$76
	Shepherdstown	Jefferson			\$69
	Wheeling	Ohio			\$71
Wisconsin	Appleton	City Of Appleton			\$75
	Brookfield / Racine	Waukesha / Racine			\$77
	Green Bay	Brown			\$71
	Lake Geneva	Walworth	Oct 1	Oct 31	\$120
	Lake Geneva	Walworth	Nov 1	Apr 30	\$91
	Lake Geneva	Walworth	May 1	Sep 30	\$120
	Madison	Dane			\$84
	Milwaukee	Milwaukee			\$87
	Sheboygan	Sheboygan	Oct 1	Jun 30	\$68
	Sheboygan	Sheboygan	Jul 1	Aug 31	\$77
	Sheboygan	Sheboygan	Sep 1	Sep 30	\$68
	Sturgeon Bay	Door	Oct 1	Oct 31	\$74
	Sturgeon Bay	Door	Nov 1	Jun 30	\$60
	Sturgeon Bay	Door	Jul 1	Sep 30	\$74
	Wisconsin Dells	Columbia	Oct 1	Jun 30	\$60
	Wisconsin Dells	Columbia	Jul 1	Aug 31	\$82
	Wisconsin Dells	Columbia	Sep 1	Sep 30	\$60
Wyoming	Cody	Park	Oct 1	Apr 30	\$60
	Cody	Park	May 1	Sep 30	\$94
	Jackson / Pinedale	Teton And Sublette	Oct 1	Jun 30	\$85
	Jackson / Pinedale	Teton And Sublette	Jul 1	Aug 31	\$127
	Jackson / Pinedale	Teton And Sublette	Sep 1	Sep 30	\$85