



# CITY OF HOUSTON

## Administrative Procedure

Subject: **Authorization and Reimbursement for Local and Out-of-Town Travel and Travel Related Expenses**

A.P. No:  
**2-5 Revised**

Effective Date:  
**09/21/2010**

### 1. AUTHORITY

- 1.1 City of Houston Code of Ordinances, Sections 2-31 through 2-33.

### 2. PURPOSE

- 2.1 Establish a well-defined travel and payment/reimbursement policy and procedure that will provide administrative and financial controls. This will provide complete and timely payments/reimbursements, and advances for travel and travel-related expenses.

### 3. OBJECTIVE

- 3.1 To outline standardized travel authorization and reimbursement procedures that are uniform and applied consistently citywide for all persons to achieve maximum economy and efficiency.
- 3.2 To outline procedures for obtaining prior approval to attend and make payments or receive reimbursements for expenses at which City business is transacted (i.e., local and out-of-town conventions, conferences, workshops, training and meetings).
- 3.3 To outline deadlines for completing reconciliations and liquidations for strict adherence and compliance.
- 3.4 To ensure accountability and transparency to taxpayers by reimbursing travel-related expenditures on the basis of actual costs and by adopting a maximum per diem for lodging and meals, per the General Services Administration (GSA) schedule. Expenditures shall be supported by itemized receipts based on designated geographical areas (see definitions below for GSA schedule and per diem allowance).

### 4. SCOPE

- 4.1 This procedure is applicable to all City employees, elected officials, temporary/emergency appointments, temporary employees and unpaid persons (see definitions below for temporary/emergency appointments, temporary employees and unpaid persons).
- 4.2 Any reference in this document to "employee" or "employees" includes salaried, hourly paid City employees, all elected officials, temporary/emergency appointments, temporary employees and unpaid persons.

Approved:

Date Approved:

09/21/2010

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## 5. DEFINITIONS

*Actual Expenses* - Expenses supported by receipts, detailing items purchased.

*Approving Authority* - The person/persons designated (in Section 6 and elsewhere as noted in this Administrative Procedure) as being responsible for verifying accuracy and completeness when approving the travel requests and the travel-related expenses for a given employee or official.

*Assigned Place of Work* - Location of the approved conference, training, or meeting the employee shall report to in lieu of the employee's normal work location.

*Contractor/Consultant* - Any person or legal entity providing goods, labor, or services to the City by contract for profit and their agents, whose travel and method of payment is specified in the contract and should not use the travel forms outlined in this policy.

*Employee Work Location* - The physical location to which an employee would normally report to work.

*Foreign Travel* - Travel to a destination outside of the contiguous 48 states of the United States or travel to Alaska or Hawaii.

*General Services Administration (GSA) Schedules* - Travel expense schedules adopted by the City which will be paid on the basis of actual costs (itemized receipts required), not to exceed the maximum GSA per diem "total" rates for the designated geographical area. A current schedule can be found at [www.gsa.gov](http://www.gsa.gov) (click on per diem rates).

*Local Travel* - A destination to which it can be reasonably expected that an employee can travel, conduct business and return within a business day.

*Meals & Incidental Expenses (M&IE)* - A maximum rate for meal expenses including incidentals (gratuity/tips) for a designated geographical area as listed in the GSA Schedule. Reimbursements will be paid on the basis of actual costs (itemized receipts required).

*Unpaid Person* - A volunteer who serves on any board or commission for the City of Houston or one who serves in another capacity on behalf of the City whose travel has been approved by the Mayor or Mayor's designee.

*Occasional Mileage* - Mileage incurred through the use of a privately owned vehicle while on City business that does not require a Travel Authorization Form (i.e., meetings, training, etc).

*Out-of-Town Travel* - A destination to which it cannot be reasonably expected that an employee can travel, conduct business and return within a business day.

*Per Diem Allowance* - Monetary allowance for lodging and meals based on actual expenses (itemized receipts required) not to exceed the maximum GSA per diem "total" rates for the designated geographical area.

*Purchasing Card (P-Card)* - A credit card issued for small dollar purchases of contracted and non-contracted goods and/or services necessary for official City business. The P-Card is issued to an individual City employee for purchases by the designated employee only; P-Cards may be used while traveling with the Mayor or Mayor's designee's written approval prior to each trip on a case-by-case basis.

*Required Receipt(s)* - Receipts are required from all persons for all eligible expenses. Either an original or legible copy is acceptable. A print out of an electronic receipt is also acceptable. All receipts must be itemized, as opposed to a summary of total receipts that is given for credit card payments. Receipts must contain the itemized details to ensure the City does not pay for ineligible expenses.

*Temporary/Emergency Appointments* - Temporary and emergency appointments made for no longer than three months to perform a special project, assist with a temporary increase in work load or assist during an absence of a regular employee, whose travel has been approved by the Mayor or Mayor's designee.

*Temporary Employee* - An employee of one of the City's contracted staffing agencies, working on temporary assignment in a City department, whose travel has been approved by the Mayor or Mayor's designee.

## 6. RESPONSIBILITIES

- 6.1 Approving Authorities - as designated below, will determine if the requested travel expense is to conduct official City business that relates directly to the duties and responsibilities of the employee and will ensure that funds are available to cover the related travel expenses. All approving authorities are responsible for verifying the accuracy and completeness of each travel request.
  - 6.1.1 Mayor or Mayor's Designee - shall approve travel documents for the Mayor's Staff, Mayor Pro Tem, Department Directors, unpaid Persons, Temporary/Emergency Appointments, and all foreign travel. The Mayor or designee must approve in writing any deviations from this Administrative Procedure. A copy of any such deviation is to be sent to the Director of Administration and Regulatory Affairs (ARA) and the Controller's Office.
  - 6.1.2 Mayor Pro Tem - shall approve travel documents for City Council members.
  - 6.1.3 City Council Members - shall approve travel documents for respective staff members.
  - 6.1.4 Department Directors or Designee - shall approve travel documents for all subordinate staff in their departments.
  - 6.1.5 City Controller or City Controller's Designee - shall approve travel documents for all City Controller's Office staff, including foreign travel, and shall forward duplicates to the City Secretary.
- 6.2 Travel advances and payment/reimbursements – the City Controller's Office is responsible for making a direct deposit (to employees' bank account) for travel cash advances and travel expense reimbursements.
- 6.3 Retention of travel-related documents – in accordance with the period specified for accounts payable document retention, copies of all signed travel request forms must be maintained by the department for three (3) years.

## 7. PROCEDURES

- 7.1 All employees must obtain prior approval for travel within the contiguous 48 states of the United States on the Travel Authorization Request Form (Appendix B).
- 7.2 Request for travel outside the contiguous 48 states of the United States must be approved by the Mayor or the Mayor's designee prior to travel.
- 7.3 Requests for Cash Advance:

- 7.3.1 In order to receive a cash advance, both the Request for Travel Advance (Appendix C) and the Travel Authorization Request form (Appendix B) must be signed by the appropriate approving authority before being submitted to the Controller's Office.
- 7.3.2 Requests must include a clear explanation of the business-related purpose of the travel. Requests for cash advances shall be submitted to the Controller's Office at least seven (7) working days prior to the anticipated date of departure.
- 7.3.3 An employee may be denied a travel cash advance if he/she:
  - 7.3.3.1 requests the advance less than seven (7) working days before the advance is needed;
  - 7.3.3.2 has not submitted an expense report for previously completed travel;
  - 7.3.3.3 has not reimbursed the City for a travel advance that exceeded the actual cost of travel which has been completed; and
  - 7.3.3.4 requests less than \$100.00 for travel cash advance.
- 7.4 Use of the P-Card for payment of approved travel-related expenses:
  - 7.4.1 requires prior written approval from the Mayor or Mayor's designee; and
  - 7.4.2 submission of this approved letter must be forwarded to the P-Card Administrator in ARA Strategic Purchasing Division (SPD) to update the cardholder's profile for acceptance of travel-related purchases.

## 8. LOCAL TRAVEL

- 8.1 Eligible expenses for local travel:
  - 8.1.1 Registration Fees: actual cost for registration fees (and meals if included in fee) at a conference or meeting when attendance is approved in advance and is required of the job or in the interest of the City. Such fees must be supported by receipts and other documentation as required (e.g., brochures) by the approving authority.
  - 8.1.2 Transportation: if a City vehicle is available for use, employees shall use this method of transportation. If a City vehicle is not available, an employee may use his/her personally owned vehicle (see Administrative Procedure 2-2 for employee driving guidelines).
    - 8.1.2.1 Mileage to locations: an Internet mapping source, such as mapquest.com, shall be used to calculate mileage and attached to the expense report.
    - 8.1.2.2 Point-to-Point Itemization: mileage to locations are based on point A, as being the employee's residence, point B, as being the employee's normal work location and point C, as being the assigned place of work. Payment for mileage reimbursements will be made from point B to point C.

- 8.1.3 Mileage Reimbursement Rates: guidelines for mileage reimbursement rates associated with the use of a personal vehicle are published by the IRS. Notice of rate revision will be made by the Director of ARA, without further alteration to or revision of this policy.
- 8.1.4 Travel Authorization Mileage Reimbursement: for use of a personally owned vehicle associated with a Travel Authorization Request Form (Appendix B) must be calculated on the Travel Expense Report (Appendix D) and submitted within (10) calendar days after returning from the trip.
- 8.1.5 Occasional Mileage: reimbursement for use of a personally owned vehicle not associated with a Travel Authorization Request shall be:
  - 8.1.5.1 submitted on the Miscellaneous Approval Form;
  - 8.1.5.2 submitted for a minimum amount of \$15.00 dollars due the first of each month unless it is the close of the fiscal year;
  - 8.1.5.3 considered for denial if the reimbursement requests are not filed in the above prescribed manner; and
  - 8.1.5.4 reported on the Occasional Mileage log (Appendix G) or reimbursed out of the Petty Cash fund in accordance with the Revised Petty Cash Fund Policy & Procedures (AP 5-3 Revised).

8.2 Ineligible expenses applicable for local travel include:

- 8.2.1 reimbursement for meals outside of those included in the registration fee are not allowed for local travel;
- 8.2.2 alcoholic beverages;
- 8.2.3 City employees who receive a monthly car allowance are not entitled to receive personal vehicle mileage reimbursement for local travel expenses (see exception for out-of-town travel in section 9.1.12.4, of this policy);
- 8.2.4 no payment will be made for travel expenses between a City employee's residence and the assigned place of work (Point A and B above). For example, if an employee drives from his place of residence directly to the assigned work place and back to his residence, no payment shall be made (see exception for out-of-town travel in section 9.1.12.3); and
- 8.2.5 other expenses as determined by the approving authority to be non-essential or otherwise unrelated to City business.

9. OUT-OF-TOWN TRAVEL

9.1 Eligible expenses for out-of-town travel:

- 9.1.1 Hotel: single room occupancy lodging costs will be reimbursed at actual cost supported by an itemized receipt, not to exceed the maximum GSA per diem "total" rate for the designated geographical area.
  - 9.1.1.1 Optional GSA Exception: Should the employee choose, a higher lodging rate may be offset by reducing the meal rate as long as it does not exceed the "total" GSA rate.

- 9.1.1.2 Government Rates: Employees are encouraged to request “government rates” when making travel arrangements.
  - 9.1.1.3 Hotel Tax: for travel destinations within the State of Texas, the employee shall make every effort to have the hotel tax exempted by submitting the City tax exemption letter provided by SPD when making a reservation. In the event the hotel tax is not exempted, the expense will be reimbursed at the amount detailed on the receipt.
  - 9.1.1.4 Employee Traveling with Family Members: an employee may be accompanied by his/her spouse or family member while on travel status; however, the employee will not be reimbursed for expenses incurred by the spouse or family member, including the incremental difference charged for a hotel accommodation for two or more persons.
  - 9.1.1.5 Lodging Rate Increase: under special circumstances, an approving authority may determine that local conditions necessitate a higher lodging rate that exceeds the maximum GSA rate. The relevant circumstances supporting the determination must be documented on the Request to Increase Maximum Lodging Rate Form (Appendix F) and attached to the Travel Authorization Form. The approved higher lodging cost will be reimbursed at actual cost and supported by an itemized receipt.
- 9.1.2 Meals (including tips):
- 9.1.2.1 The City will reimburse for meals at actual cost, supported by an itemized receipt, not to exceed the maximum GSA per diem “total” rate for the designated geographical area.
  - 9.1.2.2 Tips should not exceed 15% of the meal subtotal and the total (meal plus tip) must not exceed the maximum GSA per diem “total” rate for the designated geographical area.
  - 9.1.2.3 Allowance for meals shall be pro-rated for the day of departure and the day of return according to the number of meals the time frame of travel actually covers.
    - 9.1.2.3.1 Allowance for meals shall be extended to include the entire day of departure if an airline flight leaving before 9 a.m. is being used for travel.
  - 9.1.2.4 Allowance for meals shall be pro-rated on days that include events or gatherings that the City has funded for the employee and that also include a meal. The daily per diem allowance for that day shall be reduced by one-third for each occurrence.
- 9.1.3 Parking: parking fees are reimbursable for City or private automobiles. A receipt, or if a parking receipt is not available (i.e., unattended parking lots), a log showing name and location of the parking lot and the phone number of the parking lot company (if available) must be submitted with the expense report to receive reimbursement for parking. When parking at a parking meter, the employee must log the time, general location and amount deposited in the meter.

- 9.1.4 Telephone calls and other business communication: expenses for telephone, telex, overnight mail, Internet usage, and fax for City business are reimbursable, but must be listed on the expense report and must be supported by an itemized bill or receipt.
- 9.1.5 Registration Fees: registration fees for local and out-of-town conventions, conferences and workshops are eligible expenses. These must be supported by receipts and other documentation as required (i.e., brochures) by the approving authority.
- 9.1.6 Tips/Gratuities: reasonable tips and gratuities of \$5 or less for other services rendered (separate from M&IE) will be reimbursed. Such tips and gratuities must be specified on the expense report and must include logs indicating the amount and purpose of each tip.
- 9.1.7 Transportation:
  - 9.1.7.1 Air Travel: E Ticketing is the preferred method of purchase whenever possible. Coach Class travel is required.
    - 9.1.7.1.1 Employees may fly first or business class with prior written Mayor or Mayor's designee approval when taking a different flight would make it impossible to complete the City's business to be transacted; or any flight segment with duration in excess of four hours; or taking a different flight would result in a higher total cost for the travel (i.e., require an extra night's lodging that exceeds the extra cost of the air travel).
  - 9.1.7.2 Airline tickets purchased by employee: tickets paid for by an employee cannot be reimbursed until after travel has been completed. The employee must include the canceled ticket stub as a receipt when reimbursement is requested. In the event that the canceled ticket stub receipt/ticket is not available, a certification obtained through the airline or a copy of the order for e-tickets provided by the airline (i.e., screen print, fax, etc.) must be submitted with the expense report.
  - 9.1.7.3 Air travel changes: when it is necessary that the employee change his/her departure or return times, the lowest possible fare should be obtained.
  - 9.1.7.4 Air travel upgrades: employees are prohibited from using their position with the City to obtain free or discounted upgrades on tickets to a higher class of seating.
  - 9.1.7.5 Private Aircraft: an employee may use his/her privately-owned or leased aircraft for official travel if the cost of this mode of transportation does not exceed the cost of round trip transportation using a commercial airline or if it is determined by the Mayor or the Mayor's designee to be more efficient or otherwise in the City's best interest. Reimbursement for private aircraft travel expenses will be paid at the current standard mileage reimbursement rate established by the City.

- 9.1.8 Car Rental: the rental of an automobile must be authorized by the approving authority on the Travel Authorization Request. A car rental should only be allowed when it can be demonstrated that the rental is essential to the purpose of the trip and/or is more cost effective than other ground transportation alternatives.
- 9.1.9 City-owned vehicle/in-state travel: City-owned vehicles may be used for in-state travel with the prior approval of the Department Director or designee when this mode of travel is the most cost effective. When City-owned vehicles are used, employees will pay for gasoline, oil and emergency repairs, which will be reimbursed if these purchases are supported by receipts that show the date, time, and location of the purchases.
- 9.1.10 City-owned vehicle/out-of-state travel: City owned vehicles may not be used for travel outside of the State of Texas without the prior approval of the Mayor or the Mayor's designee.
- 9.1.11 Ground Transportation: taxicab, van, car rental, bus, shuttle bus, subway, toll road fares, etc., will be reimbursed at cost. The least expensive of these modes of ground transportation should be used whenever possible.
  - 9.1.11.1 A log listing dates, the origin/destination of travel, and cost per trip are required for reimbursement.
  - 9.1.11.2 A receipt must contain charges clearly related to ground transportation. If obtaining a receipt is not possible, employee must provide a written explanation to the approving authority's satisfaction to be reimbursed.
- 9.1.12 Personal Vehicle: an employee may use his/her personally owned vehicle for out-of-town travel if prior written approval is obtained by the Department Director or designee and the mode of transportation is determined to be a reasonable utilization of employee time and the cost does not exceed the cost of round trip transportation using other modes of transportation (the cost of parking should be included in the estimate).
  - 9.1.12.1 Joint Travel: when two or more employees are traveling together, the combined cost of all employees traveling should be used to evaluate the relative cost effectiveness of the private vehicle. Reimbursement for vehicle related expenses to only one traveler is allowed.
  - 9.1.12.2 Mileage Reimbursement: use of a personally owned vehicle associated with out-of-town travel must be calculated on the travel expense report and submitted within ten (10) calendar days after completion of the trip.
  - 9.1.12.3 Mileage to Locations: an Internet mapping source such as mapquest.com shall be used to calculate mileage. As opposed to the Point A, B, and C method applied via 8.1.2.2, readings from employee's residence or work location site (whichever is the shorter distance) to the travel destination and return shall be used to calculate mileage.
  - 9.1.12.4 Monthly Car Allowance: Employees who receive a monthly car allowance are eligible for out-of-town personal vehicle mileage reimbursement if prior written approval is obtained by the Mayor or the Mayor's designee.

9.2 Ineligible travel expenses applicable for out-of-town travel:

9.2.1 Alcoholic Beverages.

9.2.2 Employee time and expense: travel expense and/or time incurred prior to or after official City business travel will not be reimbursed or allowed as administrative leave. Leave time taken in this situation must be charged to vacation, or if the employee is eligible, to compensatory time, and is subject to approval by the approving authority.

9.2.3 Excess Baggage: airline excess baggage fees will not be reimbursed unless the excess baggage can be shown to be equipment or other items required by the travel.

9.2.4 Entertainment Expenses: books, magazines, newspapers, in-room movies, theater tickets, sporting events, etc. are not eligible travel expenses and will not be reimbursed.

9.2.5 Other expenses as determined by the approving authority to be non-essential or otherwise unrelated to City business.

10. RECONCILIATION OF TRAVEL-RELATED EXPENSES

10.1 Travel Expenses Summary (Appendix D): except in the case outlined in 9., a reconciliation of all travel-related expenses incurred while conducting official business for the City of Houston must be completed by submitting the required expense statements within ten (10) calendar days after completion of the trip. The expense report must be signed by the employee and the approving authority. All required receipts must be attached.

10.1.1 If a travel expense reimbursement is due the employee, the Controller's Office will make a direct deposit to the employee's bank account.

10.1.2 If travel reimbursement is due the City, the employee should submit a personal check or money order for the amount due in full. Failure to follow this protocol will result in liquidation of the travel cash advance.

11. PAYROLL LIQUIDATION OF TRAVEL CASH ADVANCE

11.1 Liquidation of Cash Advance (Appendix C): all cash advances must be liquidated thirty (30) calendar days after completion of the trip.

11.1.1 If the cash advance is not liquidated and/or if any excess is not repaid to the City within the required time frame:

11.1.1.1 The employee authorizes the City to deduct the entire cash advance from any paycheck following the thirty (30) calendar day filing requirement period. (IRS rules require that any balances due to the City past 120 days, be counted as taxable income. These balances are still required to be repaid to the City).

11.2 Notification of Liquidation: prior to the employee's payroll deduction:

11.2.1 The Controller's Office shall notify the department's accounts payable section (18) to (20) calendar days after completion of the trip should that employee fail to reimburse the City in the allotted time.

- 11.2.2 The department's accounts payable coordinator will notify the employee that the maximum allowable time has passed and will give the employee a copy of the Appendix C indicating the full amount to be deducted during the next pay cycle.
  - 11.2.3 The department's accounts payable coordinator will then forward a copy of the Appendix C to the ARA Payroll Services Division to process the payroll deduction.
  - 11.2.4 Upon completion of the payroll deduction, ARA Payroll Services will forward the Appendix C to the Controller's Office indicating the completion date.
- 11.3 Cancelled Travel: the employee must provide reimbursement to the City by submitting a personal check or money order in the amount of the advance. If mitigating circumstances arise, the approving authority may substitute another employee. The originally scheduled employee is still responsible for reimbursement of any cash advance received.

12. DEPARTMENT DIRECTORS' PERSONAL LEAVE & TRAVEL ITINERARY (Appendix E)

- 12.1 A completed Department Director's Personal Leave & Travel Itinerary (Appendix E) in conjunction with a completed Travel Authorization Form (Appendix B) must be submitted to the Mayor or the Mayor's designee for approval prior to departure for all travel (See section 6.1.1 of this policy). Both forms should be attached with the expense report when submitted to the Controller's Office.

13. SUPPLEMENTAL TRAVEL FUNDING (Exhibit B)

- 13.1 If any or all of the expenses for City business travel of employees or elected officials of the City are paid from non-City sources (other than by the employee or elected official or by a person related to the employee or elected official within the second degree of affinity or consanguinity), then the person(s) traveling shall supplement the information required by this procedure by disclosing the source of funding, the amount of the travel expenses on the expense report, and file the required expense statement in accordance with requirements outlined within this procedure.
- 13.2 If the expenses are not completely known as of the date of the report, then the expenses shall be estimated and later updated by memorandum whenever the expense(s) and source(s) of funding are completely known, but not later than ten (10) business days subsequent to the employee's return.
- 13.3 The funding source(s) and expense amount(s) disclosed pursuant to this section shall include those for any person(s) accompanying the employee who is related to the employee within the first degree of affinity or consanguinity, except when the relative pays for his/her own travel or it is paid by another person related to the employee within the second degree of affinity or consanguinity.

14. ACCOMPANYING TRAVELERS (Exhibit A)

- 14.1 If other travelers accompany an employee or elected official of the City as part of a trade or economic mission and the co-travelers are part of the City coterie, then the names of such co-travelers shall be disclosed in the travel expense report in a separate exhibit entitled, "Accompanying Travelers," which shall be filed in accordance with the requirements outlined in this procedure.

## 15. FILING REQUIREMENTS

15.1 A duplicate copy of foreign travel expense reports containing the required information to be reported, together with any updating memoranda, shall be filed by the Controller's Office with the City Secretary. The City Secretary shall maintain such reports in a manner that is accessible to the public during regular business hours.

## 16. NON-COMPLIANCE

16.1 Employees violating this policy may be subject to the following:

16.1.1 Employee may be required to reimburse the City for unauthorized personal expenses. If the employee fails to reimburse the City for unauthorized personal expenses upon request, the following will apply:

16.1.1.1 Possible permanent loss of P-card use

16.1.1.2 Garnishment from paycheck

16.2 Employees may be subject to disciplinary action up to and including indefinite suspension.

## 17. APPENDIX

17.1 Appendix A - GSA Schedule

17.2 Appendix B - Travel Authorization Request Form

17.3 Appendix C - Request for Travel Advance

17.4 Appendix D - Travel Expenses Summary Report & Log

17.5 Appendix E - Department Directors' Personal Leave & Travel Itinerary

17.6 Appendix F - Request to Increase Lodging Rates

17.7 Appendix G - Occasional Mileage

17.7 Exhibit A - Accompanying Travelers

17.8 Exhibit B - Supplemental Travel Funding

17.9 Memo - Mileage Reimbursement Revision, effective Jan. 1, 2010

**Appendix A**  
**GSA Schedule**

| <b>FY2011 Domestic Per Diem Rates - Effective October 1, 2010</b> |                               |  |                   |                 |              |           |       |
|---|-------------------------------|--|-------------------|-----------------|--------------|-----------|-------|
| State   | Primary Destination           | County   | Season Begin Date | Season End Date | Lodging Rate | M&IE Rate | TOTAL |
|   |                               | <b>Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.</b> |                   |                 | \$77         | \$46      | \$123 |
| AL  | Birmingham                    | Jefferson and Shelby   |                   |                 | \$88         | \$56      | \$144 |
| AL  | Gulf Shores                   | Baldwin  | October 1         | May 31          | \$101        | \$51      | \$152 |
| AL  | Gulf Shores                   | Baldwin  | June 1            | July 31         | \$126        | \$51      | \$177 |
| AL  | Gulf Shores                   | Baldwin  | August 1          | September 30    | \$101        | \$51      | \$152 |
| AL  | Huntsville                    | Madison and Limestone  |                   |                 | \$86         | \$51      | \$137 |
| AL  | Mobile                        | Mobile   | October 1         | December 31     | \$90         | \$51      | \$141 |
| AL  | Mobile                        | Mobile   | January 1         | February 28     | \$98         | \$51      | \$149 |
| AL  | Mobile                        | Mobile   | March 1           | September 30    | \$90         | \$51      | \$141 |
| AR  | Hot Springs                   | Garland  |                   |                 | \$101        | \$46      | \$147 |
| AR  | Little Rock                   | Pulaski  |                   |                 | \$88         | \$61      | \$149 |
| AZ  | Grand Canyon / Flagstaff      | Coconino / Yavapai less the city of Sedona   | October 1         | October 31      | \$95         | \$66      | \$161 |
| AZ  | Grand Canyon / Flagstaff      | Coconino / Yavapai less the city of Sedona   | November 1        | February 28     | \$77         | \$66      | \$143 |
| AZ  | Grand Canyon / Flagstaff      | Coconino / Yavapai less the city of Sedona   | March 1           | September 30    | \$95         | \$66      | \$161 |
| AZ  | Kayenta                       | Navajo   | October 1         | April 30        | \$77         | \$46      | \$123 |
| AZ  | Kayenta                       | Navajo   | May 1             | September 30    | \$89         | \$46      | \$135 |
| AZ  | Phoenix / Scottsdale          | Maricopa   | October 1         | December 31     | \$106        | \$71      | \$177 |
| AZ  | Phoenix / Scottsdale          | Maricopa   | January 1         | May 31          | \$126        | \$71      | \$197 |
| AZ  | Phoenix / Scottsdale          | Maricopa   | June 1            | August 31       | \$81         | \$71      | \$152 |
| AZ  | Phoenix / Scottsdale          | Maricopa   | September 1       | September 30    | \$106        | \$71      | \$177 |
| AZ  | Sedona                        | City Limits of Sedona  | October 1         | February 28     | \$129        | \$66      | \$195 |
| AZ  | Sedona                        | City Limits of Sedona  | March 1           | April 30        | \$145        | \$66      | \$211 |
| AZ  | Sedona                        | City Limits of Sedona  | May 1             | September 30    | \$129        | \$66      | \$195 |
| AZ  | Sierra Vista                  | Cochise  |                   |                 | \$81         | \$46      | \$127 |
| AZ  | Tucson                        | Pima   | October 1         | January 31      | \$93         | \$56      | \$149 |
| AZ  | Tucson                        | Pima   | February 1        | May 31          | \$111        | \$56      | \$167 |
| AZ  | Tucson                        | Pima   | June 1            | August 31       | \$77         | \$56      | \$133 |
| AZ  | Tucson                        | Pima   | September 1       | September 30    | \$93         | \$56      | \$149 |
| AZ  | Yuma                          | Yuma   |                   |                 | \$81         | \$46      | \$127 |
| CA  | Antioch / Brentwood / Concord | Contra Costa   |                   |                 | \$101        | \$66      | \$167 |

|    |                                   |  |             |              |       |      |       |
|----|-----------------------------------|--|-------------|--------------|-------|------|-------|
| CA | Barstow / Ontario / Victorville   | San Bernardino   |             |              | \$83  | \$56 | \$139 |
| CA | Benicia / Dixon / Fairfield       | Solano   |             |              | \$84  | \$56 | \$140 |
| CA | Death Valley                      | Inyo   |             |              | \$92  | \$46 | \$138 |
| CA | Eureka / Arcata / McKinleyville   | Humboldt   | October 1   | May 31       | \$82  | \$61 | \$143 |
| CA | Eureka / Arcata / McKinleyville   | Humboldt   | June 1      | August 31    | \$92  | \$61 | \$153 |
| CA | Eureka / Arcata / McKinleyville   | Humboldt   | September 1 | September 30 | \$82  | \$61 | \$143 |
| CA | Fresno                            | Fresno   |             |              | \$91  | \$61 | \$152 |
| CA | Los Angeles                       | Los Angeles, Orange, Ventura, and Edwards AFB, less the city of Santa Monica |             |              | \$123 | \$71 | \$194 |
| CA | Mammoth Lakes                     | Mono   |             |              | \$116 | \$61 | \$177 |
| CA | Mill Valley / San Rafael / Novato | Marin  |             |              | \$106 | \$56 | \$162 |
| CA | Modesto                           | Stanislaus   |             |              | \$85  | \$51 | \$136 |
| CA | Monterey                          | Monterey   | October 1   | June 30      | \$126 | \$71 | \$197 |
| CA | Monterey                          | Monterey   | July 1      | August 31    | \$152 | \$71 | \$223 |
| CA | Monterey                          | Monterey   | September 1 | September 30 | \$126 | \$71 | \$197 |
| CA | Napa                              | Napa   | October 1   | November 30  | \$142 | \$66 | \$208 |
| CA | Napa                              | Napa   | December 1  | March 31     | \$107 | \$66 | \$173 |
| CA | Napa                              | Napa   | April 1     | September 30 | \$142 | \$66 | \$208 |
| CA | Oakhurst                          | Madera   | October 1   | April 30     | \$78  | \$56 | \$134 |
| CA | Oakhurst                          | Madera   | May 1       | August 31    | \$92  | \$56 | \$148 |
| CA | Oakhurst                          | Madera   | September 1 | September 30 | \$78  | \$56 | \$134 |
| CA | Oakland                           | Alameda  |             |              | \$94  | \$61 | \$155 |
| CA | Palm Springs                      | Riverside  | October 1   | December 31  | \$104 | \$71 | \$175 |
| CA | Palm Springs                      | Riverside  | January 1   | April 30     | \$120 | \$71 | \$191 |
| CA | Palm Springs                      | Riverside  | May 1       | August 31    | \$90  | \$71 | \$161 |
| CA | Palm Springs                      | Riverside  | September 1 | September 30 | \$104 | \$71 | \$175 |
| CA | Point Arena / Gualala             | Mendocino  |             |              | \$88  | \$66 | \$154 |
| CA | Redding                           | Shasta   |             |              | \$87  | \$61 | \$148 |
| CA | Sacramento                        | Sacramento   |             |              | \$101 | \$61 | \$162 |
| CA | San Diego                         | San Diego  |             |              | \$131 | \$71 | \$202 |
| CA | San Francisco                     | San Francisco  | October 1   | October 31   | \$174 | \$71 | \$245 |
| CA | San Francisco                     | San Francisco  | November 1  | August 31    | \$142 | \$71 | \$213 |

|    |                                   |                             |             |              |       |      |       |
|----|-----------------------------------|-----------------------------|-------------|--------------|-------|------|-------|
| CA | San Francisco                     | San Francisco               | September 1 | September 30 | \$174 | \$71 | \$245 |
| CA | San Luis Obispo                   | San Luis Obispo             | October 1   | June 30      | \$104 | \$66 | \$170 |
| CA | San Luis Obispo                   | San Luis Obispo             | July 1      | August 31    | \$121 | \$66 | \$187 |
| CA | San Luis Obispo                   | San Luis Obispo             | September 1 | September 30 | \$104 | \$66 | \$170 |
| CA | San Mateo / Foster City / Belmont | San Mateo                   |             |              | \$108 | \$61 | \$169 |
| CA | Santa Barbara                     | Santa Barbara               | October 1   | June 30      | \$143 | \$66 | \$209 |
| CA | Santa Barbara                     | Santa Barbara               | July 1      | August 31    | \$172 | \$66 | \$238 |
| CA | Santa Barbara                     | Santa Barbara               | September 1 | September 30 | \$143 | \$66 | \$209 |
| CA | Santa Cruz                        | Santa Cruz                  |             |              | \$93  | \$66 | \$159 |
| CA | Santa Monica                      | City limits of Santa Monica |             |              | \$180 | \$71 | \$251 |
| CA | Santa Rosa                        | Sonoma                      |             |              | \$109 | \$61 | \$170 |
| CA | South Lake Tahoe                  | El Dorado                   |             |              | \$125 | \$71 | \$196 |
| CA | Stockton                          | San Joaquin                 |             |              | \$80  | \$56 | \$136 |
| CA | Sunnyvale / Palo Alto / San Jose  | Santa Clara                 |             |              | \$116 | \$56 | \$172 |
| CA | Tahoe City                        | Placer                      |             |              | \$87  | \$61 | \$148 |
| CA | Truckee                           | Nevada                      | October 1   | November 30  | \$96  | \$71 | \$167 |
| CA | Truckee                           | Nevada                      | December 1  | February 28  | \$113 | \$71 | \$184 |
| CA | Truckee                           | Nevada                      | March 1     | September 30 | \$96  | \$71 | \$167 |
| CA | Visalia / Lemoore                 | Tulare and Kings            |             |              | \$83  | \$61 | \$144 |
| CA | West Sacramento                   | Yolo                        |             |              | \$91  | \$51 | \$142 |
| CA | Yosemite National Park            | Mariposa                    | October 1   | May 31       | \$129 | \$71 | \$200 |
| CA | Yosemite National Park            | Mariposa                    | June 1      | August 31    | \$162 | \$71 | \$233 |
| CA | Yosemite National Park            | Mariposa                    | September 1 | September 30 | \$129 | \$71 | \$200 |
| CO | Aspen                             | Pitkin                      | October 1   | November 30  | \$103 | \$71 | \$174 |
| CO | Aspen                             | Pitkin                      | December 1  | March 31     | \$202 | \$71 | \$273 |
| CO | Aspen                             | Pitkin                      | April 1     | May 31       | \$107 | \$71 | \$178 |
| CO | Aspen                             | Pitkin                      | June 1      | August 31    | \$143 | \$71 | \$214 |
| CO | Aspen                             | Pitkin                      | September 1 | September 30 | \$103 | \$71 | \$174 |
| CO | Boulder / Broomfield              | Boulder and Broomfield      |             |              | \$104 | \$61 | \$165 |
| CO | Colorado Springs                  | El Paso                     |             |              | \$84  | \$66 | \$150 |
| CO | Cortez                            | Montezuma                   | October 1   | May 31       | \$87  | \$51 | \$138 |
| CO | Cortez                            | Montezuma                   | June 1      | August 31    | \$105 | \$51 | \$156 |
| CO | Cortez                            | Montezuma                   | September 1 | September 30 | \$87  | \$51 | \$138 |
| CO | Crested Butte / Gunnison          | Gunnison                    | October 1   | March 31     | \$82  | \$51 | \$133 |
| CO | Crested Butte / Gunnison          | Gunnison                    | April 1     | May 31       | \$77  | \$51 | \$128 |

|    |                                   |  |             |              |       |      |       |
|----|-----------------------------------|--|-------------|--------------|-------|------|-------|
| CO | Crested Butte / Gunnison          | Gunnison   | June 1      | August 31    | \$95  | \$51 | \$146 |
| CO | Crested Butte / Gunnison          | Gunnison   | September 1 | September 30 | \$82  | \$51 | \$133 |
| CO | Denver / Aurora                   | Denver, Adams, Arapahoe, and Jefferson   |             |              | \$141 | \$66 | \$207 |
| CO | Douglas County                    | Douglas  |             |              | \$101 | \$61 | \$162 |
| CO | Durango                           | La Plata   | October 1   | May 31       | \$93  | \$61 | \$154 |
| CO | Durango                           | La Plata   | June 1      | September 30 | \$128 | \$61 | \$189 |
| CO | Fort Collins / Loveland           | Larimer  |             |              | \$84  | \$56 | \$140 |
| CO | Glenwood Springs / Grand Junction | Garfield / Mesa  |             |              | \$86  | \$51 | \$137 |
| CO | Montrose                          | Montrose   | October 1   | May 31       | \$79  | \$56 | \$135 |
| CO | Montrose                          | Montrose   | June 1      | September 30 | \$94  | \$56 | \$150 |
| CO | Silverthorne / Breckenridge       | Summit   | October 1   | November 30  | \$93  | \$56 | \$149 |
| CO | Silverthorne / Breckenridge       | Summit   | December 1  | March 31     | \$147 | \$56 | \$203 |
| CO | Silverthorne / Breckenridge       | Summit   | April 1     | September 30 | \$93  | \$56 | \$149 |
| CO | Steamboat Springs                 | Routt  | October 1   | November 30  | \$103 | \$56 | \$159 |
| CO | Steamboat Springs                 | Routt  | December 1  | March 31     | \$179 | \$56 | \$235 |
| CO | Steamboat Springs                 | Routt  | April 1     | September 30 | \$103 | \$56 | \$159 |
| CO | Telluride                         | San Miguel   | October 1   | November 30  | \$94  | \$71 | \$165 |
| CO | Telluride                         | San Miguel   | December 1  | March 31     | \$141 | \$71 | \$212 |
| CO | Telluride                         | San Miguel   | April 1     | May 31       | \$93  | \$71 | \$164 |
| CO | Telluride                         | San Miguel   | June 1      | September 30 | \$124 | \$71 | \$195 |
| CO | Vail                              | Eagle  | October 1   | November 30  | \$105 | \$71 | \$176 |
| CO | Vail                              | Eagle  | December 1  | March 31     | \$261 | \$71 | \$332 |
| CO | Vail                              | Eagle  | April 1     | August 31    | \$130 | \$71 | \$201 |
| CO | Vail                              | Eagle  | September 1 | September 30 | \$105 | \$71 | \$176 |
| CT | Bridgeport / Danbury              | Fairfield  |             |              | \$114 | \$71 | \$185 |
| CT | Cromwell / Old Saybrook           | Middlesex  |             |              | \$83  | \$61 | \$144 |
| CT | Hartford                          | Hartford   |             |              | \$106 | \$56 | \$162 |
| CT | Lakeville / Salisbury             | Litchfield   |             |              | \$93  | \$66 | \$159 |
| CT | New Haven                         | New Haven  |             |              | \$92  | \$61 | \$153 |
| CT | New London / Groton               | New London   |             |              | \$98  | \$61 | \$159 |
| DC | District of Columbia              | Washington DC (also the cities of Alexandria, Falls 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) | October 1   | October 31   | \$211 | \$71 | \$282 |

|    |                                     |  |             |              |       |      |       |
|----|-------------------------------------|--|-------------|--------------|-------|------|-------|
| DC | District of Columbia                | Washington DC (also the cities of Alexandria, Falls 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) | November 1  | February 28  | \$181 | \$71 | \$252 |
| DC | District of Columbia                | Washington DC (also the cities of Alexandria, Falls 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) | March 1     | June 30      | \$211 | \$71 | \$282 |
| DC | District of Columbia                | Washington DC (also the cities of Alexandria, Falls 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) | July 1      | August 31    | \$157 | \$71 | \$228 |
| DC | District of Columbia                | Washington DC (also the cities of Alexandria, Falls 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) | September 1 | September 30 | \$211 | \$71 | \$282 |
| DE | Dover                               | Kent   | October 1   | April 30     | \$77  | \$46 | \$123 |
| DE | Dover                               | Kent   | May 1       | September 30 | \$92  | \$46 | \$138 |
| DE | Lewes                               | Sussex   | October 1   | June 30      | \$82  | \$46 | \$128 |
| DE | Lewes                               | Sussex   | July 1      | August 31    | \$123 | \$46 | \$169 |
| DE | Lewes                               | Sussex   | September 1 | September 30 | \$82  | \$46 | \$128 |
| DE | Wilmington                          | New Castle   |             |              | \$109 | \$56 | \$165 |
| FL | Altamonte Springs                   | Seminole   |             |              | \$80  | \$61 | \$141 |
| FL | Boca Raton / Delray Beach / Jupiter | Palm Beach   | October 1   | December 31  | \$82  | \$71 | \$153 |
| FL | Boca Raton / Delray Beach / Jupiter | Palm Beach   | January 1   | April 30     | \$111 | \$71 | \$182 |
| FL | Boca Raton / Delray Beach / Jupiter | Palm Beach   | May 1       | September 30 | \$82  | \$71 | \$153 |

|    |   |                                       |             |              |       |      |       |
|----|---|---------------------------------------|-------------|--------------|-------|------|-------|
| FL | Bradenton   | Manatee                               | October 1   | December 31  | \$84  | \$56 | \$140 |
| FL | Bradenton   | Manatee                               | January 1   | April 30     | \$100 | \$56 | \$156 |
| FL | Bradenton   | Manatee                               | May 1       | September 30 | \$84  | \$56 | \$140 |
| FL | Cocoa Beach   | Brevard                               |             |              | \$99  | \$51 | \$150 |
| FL | Daytona Beach   | Volusia                               | October 1   | January 31   | \$84  | \$51 | \$135 |
| FL | Daytona Beach   | Volusia                               | February 1  | July 31      | \$107 | \$51 | \$158 |
| FL | Daytona Beach   | Volusia                               | August 1    | September 30 | \$84  | \$51 | \$135 |
| FL | Fort Lauderdale   | Broward                               | October 1   | December 31  | \$124 | \$71 | \$195 |
| FL | Fort Lauderdale   | Broward                               | January 1   | February 28  | \$173 | \$71 | \$244 |
| FL | Fort Lauderdale   | Broward                               | March 1     | May 31       | \$149 | \$71 | \$220 |
| FL | Fort Lauderdale   | Broward                               | June 1      | September 30 | \$103 | \$71 | \$174 |
| FL | Fort Myers  | Lee                                   | October 1   | December 31  | \$87  | \$56 | \$143 |
| FL | Fort Myers  | Lee                                   | January 1   | April 30     | \$115 | \$56 | \$171 |
| FL | Fort Myers  | Lee                                   | May 1       | September 30 | \$87  | \$56 | \$143 |
| FL | Fort Walton Beach / De Funiak Springs                     | Okaloosa and Walton                   | October 1   | October 31   | \$112 | \$51 | \$163 |
| FL | Fort Walton Beach / De Funiak Springs                     | Okaloosa and Walton                   | November 1  | February 28  | \$78  | \$51 | \$129 |
| FL | Fort Walton Beach / De Funiak Springs                     | Okaloosa and Walton                   | March 1     | May 31       | \$126 | \$51 | \$177 |
| FL | Fort Walton Beach / De Funiak Springs                     | Okaloosa and Walton                   | June 1      | July 31      | \$164 | \$51 | \$215 |
| FL | Fort Walton Beach / De Funiak Springs                     | Okaloosa and Walton                   | August 1    | September 30 | \$112 | \$51 | \$163 |
| FL | Gainesville   | Alachua                               |             |              | \$89  | \$51 | \$140 |
| FL | Gulf Breeze   | Santa Rosa                            | October 1   | February 28  | \$92  | \$51 | \$143 |
| FL | Gulf Breeze   | Santa Rosa                            | March 1     | May 31       | \$114 | \$51 | \$165 |
| FL | Gulf Breeze   | Santa Rosa                            | June 1      | August 31    | \$140 | \$51 | \$191 |
| FL | Gulf Breeze   | Santa Rosa                            | September 1 | September 30 | \$92  | \$51 | \$143 |
| FL | Jacksonville / Jacksonville Beach / Mayport Naval Station | Duval / City of Jacksonville / Nassau |             |              | \$82  | \$51 | \$133 |
| FL | Key West  | Monroe                                | October 1   | November 30  | \$145 | \$71 | \$216 |
| FL | Key West  | Monroe                                | December 1  | January 31   | \$193 | \$71 | \$264 |
| FL | Key West  | Monroe                                | February 1  | April 30     | \$209 | \$71 | \$280 |
| FL | Key West  | Monroe                                | May 1       | September 30 | \$145 | \$71 | \$216 |
| FL | Kissimmee   | Osceola                               | October 1   | May 31       | \$84  | \$46 | \$130 |

|    |                             |                           |             |              |       |      |       |
|----|-----------------------------|---------------------------|-------------|--------------|-------|------|-------|
| FL | Kissimmee                   | Osceola                   | June 1      | August 31    | \$77  | \$46 | \$123 |
| FL | Kissimmee                   | Osceola                   | September 1 | September 30 | \$84  | \$46 | \$130 |
| FL | Lakeland                    | Polk                      |             |              | \$81  | \$46 | \$127 |
| FL | Miami                       | Miami-Dade                | October 1   | November 30  | \$104 | \$66 | \$170 |
| FL | Miami                       | Miami-Dade                | December 1  | March 31     | \$151 | \$66 | \$217 |
| FL | Miami                       | Miami-Dade                | April 1     | May 31       | \$128 | \$66 | \$194 |
| FL | Miami                       | Miami-Dade                | June 1      | September 30 | \$104 | \$66 | \$170 |
| FL | Naples                      | Collier                   | October 1   | December 31  | \$111 | \$61 | \$172 |
| FL | Naples                      | Collier                   | January 1   | April 30     | \$155 | \$61 | \$216 |
| FL | Naples                      | Collier                   | May 1       | September 30 | \$101 | \$61 | \$162 |
| FL | Orlando                     | Orange                    | October 1   | December 31  | \$90  | \$56 | \$146 |
| FL | Orlando                     | Orange                    | January 1   | May 31       | \$104 | \$56 | \$160 |
| FL | Orlando                     | Orange                    | June 1      | September 30 | \$90  | \$56 | \$146 |
| FL | Panama City                 | Bay                       | October 1   | February 28  | \$77  | \$51 | \$128 |
| FL | Panama City                 | Bay                       | March 1     | July 31      | \$110 | \$51 | \$161 |
| FL | Panama City                 | Bay                       | August 1    | September 30 | \$77  | \$51 | \$128 |
| FL | Pensacola / Pensacola Beach | Escambia                  |             |              | \$103 | \$46 | \$149 |
| FL | Punta Gorda                 | Charlotte                 | October 1   | January 31   | \$77  | \$51 | \$128 |
| FL | Punta Gorda                 | Charlotte                 | February 1  | April 30     | \$88  | \$51 | \$139 |
| FL | Punta Gorda                 | Charlotte                 | May 1       | September 30 | \$77  | \$51 | \$128 |
| FL | Sarasota                    | Sarasota                  | October 1   | December 31  | \$86  | \$56 | \$142 |
| FL | Sarasota                    | Sarasota                  | January 1   | April 30     | \$110 | \$56 | \$166 |
| FL | Sarasota                    | Sarasota                  | May 1       | September 30 | \$86  | \$56 | \$142 |
| FL | Sebring                     | Highlands                 | October 1   | December 31  | \$82  | \$46 | \$128 |
| FL | Sebring                     | Highlands                 | January 1   | March 31     | \$123 | \$46 | \$169 |
| FL | Sebring                     | Highlands                 | April 1     | September 30 | \$82  | \$46 | \$128 |
| FL | St. Augustine               | St. Johns                 |             |              | \$97  | \$56 | \$153 |
| FL | Stuart                      | Martin                    | October 1   | December 31  | \$82  | \$51 | \$133 |
| FL | Stuart                      | Martin                    | January 1   | April 30     | \$102 | \$51 | \$153 |
| FL | Stuart                      | Martin                    | May 1       | September 30 | \$82  | \$51 | \$133 |
| FL | Tallahassee                 | Leon                      |             |              | \$87  | \$46 | \$133 |
| FL | Tampa / St. Petersburg      | Pinellas and Hillsborough | October 1   | December 31  | \$92  | \$51 | \$143 |
| FL | Tampa / St. Petersburg      | Pinellas and Hillsborough | January 1   | April 30     | \$108 | \$51 | \$159 |
| FL | Tampa / St. Petersburg      | Pinellas and Hillsborough | May 1       | September 30 | \$92  | \$51 | \$143 |
| FL | Vero Beach                  | Indian River              | October 1   | January 31   | \$83  | \$51 | \$134 |
| FL | Vero Beach                  | Indian River              | February 1  | March 31     | \$99  | \$51 | \$150 |

|    |  |   |             |              |       |      |       |
|----|--|---|-------------|--------------|-------|------|-------|
| FL | Vero Beach                                 | Indian River  | April 1     | September 30 | \$83  | \$51 | \$134 |
| GA | Athens                                     | Clarke  |             |              | \$93  | \$46 | \$139 |
| GA | Atlanta                                    | Fulton, Dekalb and Cobb   |             |              | \$132 | \$56 | \$188 |
| GA | Augusta                                    | Richmond  |             |              | \$84  | \$51 | \$135 |
| GA | Columbus                                   | Muscogee  |             |              | \$85  | \$46 | \$131 |
| GA | Jekyll Island / Brunswick                  | Glynn   | October 1   | November 30  | \$136 | \$56 | \$192 |
| GA | Jekyll Island / Brunswick                  | Glynn   | December 1  | March 31     | \$92  | \$56 | \$148 |
| GA | Jekyll Island / Brunswick                  | Glynn   | April 1     | September 30 | \$136 | \$56 | \$192 |
| GA | Savannah                                   | Chatham   |             |              | \$97  | \$56 | \$153 |
| IA | Cedar Rapids                               | Linn  |             |              | \$81  | \$51 | \$132 |
| IA | Des Moines                                 | Polk  |             |              | \$83  | \$51 | \$134 |
| IA | West Des Moines                            | Dallas  |             |              | \$95  | \$51 | \$146 |
| ID | Bonner's Ferry / Standpoint                | Bonner / Boundary / Shoshone  | October 1   | June 30      | \$77  | \$61 | \$138 |
| ID | Bonner's Ferry / Standpoint                | Bonner / Boundary / Shoshone  | July 1      | August 31    | \$99  | \$61 | \$160 |
| ID | Bonner's Ferry / Standpoint                | Bonner / Boundary / Shoshone  | September 1 | September 30 | \$77  | \$61 | \$138 |
| ID | Coeur d'Alene                              | Kootenai  | October 1   | May 31       | \$77  | \$61 | \$138 |
| ID | Coeur d'Alene                              | Kootenai  | June 1      | August 31    | \$105 | \$61 | \$166 |
| ID | Coeur d'Alene                              | Kootenai  | September 1 | September 30 | \$77  | \$61 | \$138 |
| ID | Driggs / Idaho Falls                       | Bonneville / Fremont / Teton  |             |              | \$78  | \$46 | \$124 |
| ID | Sun Valley / Ketchum                       | Blaine  | October 1   | May 31       | \$79  | \$71 | \$150 |
| ID | Sun Valley / Ketchum                       | Blaine  | June 1      | August 31    | \$95  | \$71 | \$166 |
| ID | Sun Valley / Ketchum                       | Blaine  | September 1 | September 30 | \$79  | \$71 | \$150 |
| IL | Bolingbrook / Romeoville / Lemont          | Will  |             |              | \$82  | \$51 | \$133 |
| IL | Chicago                                    | Cook and Lake   | October 1   | November 30  | \$173 | \$71 | \$244 |
| IL | Chicago                                    | Cook and Lake   | December 1  | March 31     | \$128 | \$71 | \$199 |
| IL | Chicago                                    | Cook and Lake   | April 1     | June 30      | \$166 | \$71 | \$237 |
| IL | Chicago                                    | Cook and Lake   | July 1      | August 31    | \$146 | \$71 | \$217 |
| IL | Chicago                                    | Cook and Lake   | September 1 | September 30 | \$173 | \$71 | \$244 |
| IL | Oak Brook Terrace                          | Dupage  |             |              | \$92  | \$61 | \$153 |
| IL | O'Fallon / Fairview Heights / Collinsville | Bond, Calhoun, Clinton, Jersey, Macoupin, Madison, Monroe and St. Clair |             |              | \$105 | \$56 | \$161 |
| IL | Springfield                                | Sangamon  |             |              | \$82  | \$56 | \$138 |
| IN | Bloomington                                | Monroe  |             |              | \$91  | \$56 | \$147 |

|    |                                  |   |             |              |       |      |       |
|----|----------------------------------|---|-------------|--------------|-------|------|-------|
| IN | Ft. Wayne                        | Allen   |             |              | \$81  | \$56 | \$137 |
| IN | Hammond / Munster / Merrillville | Lake  |             |              | \$85  | \$46 | \$131 |
| IN | Indianapolis / Carmel            | Marion, Hamilton, Fort Benjamin Harrison military base  |             |              | \$91  | \$61 | \$152 |
| IN | Lafayette                        | Tippecanoe  |             |              | \$80  | \$51 | \$131 |
| IN | South Bend                       | St. Joseph  |             |              | \$87  | \$56 | \$143 |
| IN | Valparaiso / Burlington Beach    | Porter  |             |              | \$79  | \$51 | \$130 |
| KS | Kansas City / Overland Park      | Wyandotte, Johnson and Leavenworth                      |             |              | \$99  | \$61 | \$160 |
| KS | Wichita                          | Sedgwick  |             |              | \$89  | \$56 | \$145 |
| KY | Boone County                     | Boone   |             |              | \$88  | \$51 | \$139 |
| KY | Kenton County                    | Kenton  |             |              | \$115 | \$56 | \$171 |
| KY | Lexington                        | Fayette   |             |              | \$89  | \$61 | \$150 |
| KY | Louisville                       | Jefferson   | October 1   | May 31       | \$101 | \$61 | \$162 |
| KY | Louisville                       | Jefferson   | June 1      | August 31    | \$95  | \$61 | \$156 |
| KY | Louisville                       | Jefferson   | September 1 | September 30 | \$101 | \$61 | \$162 |
| LA | Baton Rouge                      | East Baton Rouge Parish                                 |             |              | \$96  | \$56 | \$152 |
| LA | Covington / Slidell              | St. Tammany Parish                                      |             |              | \$88  | \$56 | \$144 |
| LA | Lafayette                        | Lafayette Consolidated Government                       |             |              | \$87  | \$56 | \$143 |
| LA | Lake Charles                     | Calcasieu Parish  |             |              | \$79  | \$61 | \$140 |
| LA | New Orleans                      | Orleans, St. Bernard, Jefferson and Plaquemine Parishes | October 1   | June 30      | \$131 | \$71 | \$202 |
| LA | New Orleans                      | Orleans, St. Bernard, Jefferson and Plaquemine Parishes | July 1      | September 30 | \$98  | \$71 | \$169 |
| MA | Andover                          | Essex   |             |              | \$83  | \$56 | \$139 |
| MA | Boston / Cambridge               | Suffolk, city of Cambridge                              | October 1   | October 31   | \$206 | \$71 | \$277 |
| MA | Boston / Cambridge               | Suffolk, city of Cambridge                              | November 1  | March 31     | \$154 | \$71 | \$225 |
| MA | Boston / Cambridge               | Suffolk, city of Cambridge                              | April 1     | June 30      | \$190 | \$71 | \$261 |
| MA | Boston / Cambridge               | Suffolk, city of Cambridge                              | July 1      | August 31    | \$171 | \$71 | \$242 |
| MA | Boston / Cambridge               | Suffolk, city of Cambridge                              | September 1 | September 30 | \$206 | \$71 | \$277 |
| MA | Burlington / Woburn              | Middlesex less the city of Cambridge                    |             |              | \$108 | \$71 | \$179 |
| MA | Falmouth                         | City limits of Falmouth                                 | October 1   | April 30     | \$95  | \$51 | \$146 |
| MA | Falmouth                         | City limits of Falmouth                                 | May 1       | June 30      | \$107 | \$51 | \$158 |
| MA | Falmouth                         | City limits of Falmouth                                 | July 1      | August 31    | \$161 | \$51 | \$212 |
| MA | Falmouth                         | City limits of Falmouth                                 | September 1 | September 30 | \$95  | \$51 | \$146 |

|    |                                  |                                      |             |              |       |      |       |
|----|----------------------------------|--------------------------------------|-------------|--------------|-------|------|-------|
| MA | Hyannis                          | Barnstable less the city of Falmouth | October 1   | June 30      | \$85  | \$56 | \$141 |
| MA | Hyannis                          | Barnstable less the city of Falmouth | July 1      | August 31    | \$123 | \$56 | \$179 |
| MA | Hyannis                          | Barnstable less the city of Falmouth | September 1 | September 30 | \$85  | \$56 | \$141 |
| MA | Martha's Vineyard                | Dukes                                | October 1   | June 30      | \$114 | \$71 | \$185 |
| MA | Martha's Vineyard                | Dukes                                | July 1      | August 31    | \$201 | \$71 | \$272 |
| MA | Martha's Vineyard                | Dukes                                | September 1 | September 30 | \$114 | \$71 | \$185 |
| MA | Nantucket                        | Nantucket                            | October 1   | May 31       | \$128 | \$61 | \$189 |
| MA | Nantucket                        | Nantucket                            | June 1      | September 30 | \$243 | \$61 | \$304 |
| MA | Northampton                      | Hampshire                            |             |              | \$92  | \$56 | \$148 |
| MA | Pittsfield                       | Berkshire                            | October 1   | June 30      | \$107 | \$61 | \$168 |
| MA | Pittsfield                       | Berkshire                            | July 1      | August 31    | \$126 | \$61 | \$187 |
| MA | Pittsfield                       | Berkshire                            | September 1 | September 30 | \$107 | \$61 | \$168 |
| MA | Plymouth / Taunton / New Bedford | Plymouth / Bristol                   |             |              | \$88  | \$56 | \$144 |
| MA | Quincy                           | Norfolk                              |             |              | \$114 | \$51 | \$165 |
| MA | Springfield                      | Hampden                              |             |              | \$93  | \$51 | \$144 |
| MA | Worcester                        | Worcester                            |             |              | \$90  | \$61 | \$151 |
| MD | Aberdeen / Bel Air / Belcamp     | Harford                              |             |              | \$84  | \$56 | \$140 |
| MD | Annapolis                        | Anne Arundel                         | October 1   | October 31   | \$114 | \$61 | \$175 |
| MD | Annapolis                        | Anne Arundel                         | November 1  | April 30     | \$100 | \$61 | \$161 |
| MD | Annapolis                        | Anne Arundel                         | May 1       | September 30 | \$114 | \$61 | \$175 |
| MD | Baltimore City                   | Baltimore City                       | October 1   | November 30  | \$144 | \$71 | \$215 |
| MD | Baltimore City                   | Baltimore City                       | December 1  | February 28  | \$121 | \$71 | \$192 |
| MD | Baltimore City                   | Baltimore City                       | March 1     | September 30 | \$144 | \$71 | \$215 |
| MD | Baltimore County                 | Baltimore                            |             |              | \$99  | \$61 | \$160 |
| MD | Cambridge / St. Michaels         | Dorchester and Talbot                | October 1   | October 31   | \$131 | \$61 | \$192 |
| MD | Cambridge / St. Michaels         | Dorchester and Talbot                | November 1  | March 31     | \$101 | \$61 | \$162 |
| MD | Cambridge / St. Michaels         | Dorchester and Talbot                | April 1     | May 31       | \$119 | \$61 | \$180 |
| MD | Cambridge / St. Michaels         | Dorchester and Talbot                | June 1      | August 31    | \$170 | \$61 | \$231 |
| MD | Cambridge / St. Michaels         | Dorchester and Talbot                | September 1 | September 30 | \$131 | \$61 | \$192 |
| MD | Centreville                      | Queen Anne                           |             |              | \$103 | \$51 | \$154 |
| MD | Columbia                         | Howard                               |             |              | \$105 | \$61 | \$166 |
| MD | Frederick                        | Frederick                            |             |              | \$92  | \$56 | \$148 |
| MD | Hagerstown                       | Washington                           |             |              | \$78  | \$56 | \$134 |
| MD | La Plata / Indian Head           | Charles                              |             |              | \$84  | \$51 | \$135 |

|    |                                      |                        |             |              |       |      |       |
|----|--------------------------------------|------------------------|-------------|--------------|-------|------|-------|
| MD | Lexington Park / Leonardtown / Lusby | St. Mary's and Calvert |             |              | \$102 | \$61 | \$163 |
| MD | Ocean City                           | Worcester              | October 1   | October 31   | \$105 | \$71 | \$176 |
| MD | Ocean City                           | Worcester              | November 1  | March 31     | \$77  | \$71 | \$148 |
| MD | Ocean City                           | Worcester              | April 1     | May 31       | \$88  | \$71 | \$159 |
| MD | Ocean City                           | Worcester              | June 1      | August 31    | \$192 | \$71 | \$263 |
| MD | Ocean City                           | Worcester              | September 1 | September 30 | \$105 | \$71 | \$176 |
| ME | Bar Harbor                           | Hancock                | October 1   | October 31   | \$112 | \$61 | \$173 |
| ME | Bar Harbor                           | Hancock                | November 1  | June 30      | \$86  | \$61 | \$147 |
| ME | Bar Harbor                           | Hancock                | July 1      | August 31    | \$140 | \$61 | \$201 |
| ME | Bar Harbor                           | Hancock                | September 1 | September 30 | \$112 | \$61 | \$173 |
| ME | Kennebunk / Kittery / Sanford        | York                   | October 1   | October 31   | \$96  | \$56 | \$152 |
| ME | Kennebunk / Kittery / Sanford        | York                   | November 1  | March 31     | \$77  | \$56 | \$133 |
| ME | Kennebunk / Kittery / Sanford        | York                   | April 1     | June 30      | \$86  | \$56 | \$142 |
| ME | Kennebunk / Kittery / Sanford        | York                   | July 1      | August 31    | \$122 | \$56 | \$178 |
| ME | Kennebunk / Kittery / Sanford        | York                   | September 1 | September 30 | \$96  | \$56 | \$152 |
| ME | Portland                             | Cumberland / Sagadahoc | October 1   | June 30      | \$89  | \$56 | \$145 |
| ME | Portland                             | Cumberland / Sagadahoc | July 1      | September 30 | \$109 | \$56 | \$165 |
| ME | Rockport                             | Knox                   | October 1   | June 30      | \$80  | \$56 | \$136 |
| ME | Rockport                             | Knox                   | July 1      | September 30 | \$106 | \$56 | \$162 |
| MI | Ann Arbor                            | Washtenaw              |             |              | \$87  | \$56 | \$143 |
| MI | Detroit                              | Wayne                  |             |              | \$95  | \$56 | \$151 |
| MI | East Lansing / Lansing               | Ingham and Eaton       |             |              | \$82  | \$51 | \$133 |
| MI | Grand Rapids                         | Kent                   |             |              | \$81  | \$51 | \$132 |
| MI | Holland                              | Ottawa                 |             |              | \$81  | \$56 | \$137 |
| MI | Kalamazoo / Battle Creek             | Kalamazoo / Calhoun    |             |              | \$87  | \$51 | \$138 |
| MI | Midland                              | Midland                |             |              | \$90  | \$46 | \$136 |
| MI | Muskegon                             | Muskegon               | October 1   | May 31       | \$77  | \$46 | \$123 |
| MI | Muskegon                             | Muskegon               | June 1      | August 31    | \$101 | \$46 | \$147 |
| MI | Muskegon                             | Muskegon               | September 1 | September 30 | \$77  | \$46 | \$123 |
| MI | Petoskey                             | Emmet                  | October 1   | June 30      | \$77  | \$51 | \$128 |
| MI | Petoskey                             | Emmet                  | July 1      | August 31    | \$99  | \$51 | \$150 |

|    |                                      |  |             |              |       |      |       |
|----|--------------------------------------|--|-------------|--------------|-------|------|-------|
| MI | Petoskey                             | Emmet  | September 1 | September 30 | \$77  | \$51 | \$128 |
| MI | Pontiac / Auburn Hills               | Oakland  |             |              | \$87  | \$56 | \$143 |
| MI | South Haven                          | Van Buren  | October 1   | May 31       | \$77  | \$56 | \$133 |
| MI | South Haven                          | Van Buren  | June 1      | August 31    | \$89  | \$56 | \$145 |
| MI | South Haven                          | Van Buren  | September 1 | September 30 | \$77  | \$56 | \$133 |
| MI | Traverse City and Leland             | Grand Traverse and Leelanau  | October 1   | June 30      | \$77  | \$51 | \$128 |
| MI | Traverse City and Leland             | Grand Traverse and Leelanau  | July 1      | August 31    | \$109 | \$51 | \$160 |
| MI | Traverse City and Leland             | Grand Traverse and Leelanau  | September 1 | September 30 | \$77  | \$51 | \$128 |
| MN | Duluth                               | St. Louis  | October 1   | October 31   | \$99  | \$56 | \$155 |
| MN | Duluth                               | St. Louis  | November 1  | May 31       | \$80  | \$56 | \$136 |
| MN | Duluth                               | St. Louis  | June 1      | September 30 | \$99  | \$56 | \$155 |
| MN | Eagan / Burnsville / Mendota Heights | Dakota   |             |              | \$82  | \$56 | \$138 |
| MN | Minneapolis / St. Paul               | Hennepin and Ramsey  |             |              | \$120 | \$71 | \$191 |
| MN | Rochester                            | Olmsted  |             |              | \$95  | \$51 | \$146 |
| MO | Columbia                             | Boone  |             |              | \$78  | \$51 | \$129 |
| MO | Kansas City                          | Jackson, Clay, Cass, Platte  |             |              | \$99  | \$61 | \$160 |
| MO | St. Louis                            | St. Louis, St. Louis City and St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington |             |              | \$105 | \$66 | \$171 |
| MO | St. Robert                           | Pulaski  |             |              | \$78  | \$46 | \$124 |
| MS | Gulfport / Biloxi                    | Harrison   |             |              | \$82  | \$56 | \$138 |
| MS | Hattiesburg                          | Forrest and Lamar  |             |              | \$85  | \$51 | \$136 |
| MS | Robinsonville                        | Tunica   |             |              | \$82  | \$51 | \$133 |
| MS | Southaven                            | Desoto   |             |              | \$88  | \$46 | \$134 |
| MS | Starkville                           | Oktibbeha  |             |              | \$91  | \$46 | \$137 |
| MT | Big Sky / West Yellowstone           | Gallatin   | October 1   | May 31       | \$80  | \$61 | \$141 |
| MT | Big Sky / West Yellowstone           | Gallatin   | June 1      | August 31    | \$105 | \$61 | \$166 |
| MT | Big Sky / West Yellowstone           | Gallatin   | September 1 | September 30 | \$80  | \$61 | \$141 |
| MT | Butte                                | Silver Bow   |             |              | \$86  | \$51 | \$137 |
| MT | Helena                               | Lewis and Clark  |             |              | \$81  | \$56 | \$137 |
| MT | Missoula / Polson / Kalispell        | Missoula / Lake / Flathead   | October 1   | June 30      | \$87  | \$51 | \$138 |

|    |                                |                            |             |              |       |      |       |
|----|--------------------------------|----------------------------|-------------|--------------|-------|------|-------|
| MT | Missoula / Polson / Kalispell  | Missoula / Lake / Flathead | July 1      | August 31    | \$104 | \$51 | \$155 |
| MT | Missoula / Polson / Kalispell  | Missoula / Lake / Flathead | September 1 | September 30 | \$87  | \$51 | \$138 |
| NC | Asheville                      | Buncombe                   | October 1   | October 31   | \$90  | \$51 | \$141 |
| NC | Asheville                      | Buncombe                   | November 1  | June 30      | \$81  | \$51 | \$132 |
| NC | Asheville                      | Buncombe                   | July 1      | September 30 | \$90  | \$51 | \$141 |
| NC | Atlantic Beach / Morehead City | Carteret                   | October 1   | May 31       | \$81  | \$56 | \$137 |
| NC | Atlantic Beach / Morehead City | Carteret                   | June 1      | August 31    | \$110 | \$56 | \$166 |
| NC | Atlantic Beach / Morehead City | Carteret                   | September 1 | September 30 | \$81  | \$56 | \$137 |
| NC | Chapel Hill                    | Orange                     |             |              | \$86  | \$56 | \$142 |
| NC | Charlotte                      | Mecklenburg                |             |              | \$95  | \$51 | \$146 |
| NC | Durham                         | Durham                     |             |              | \$89  | \$51 | \$140 |
| NC | Fayetteville                   | Cumberland                 |             |              | \$91  | \$51 | \$142 |
| NC | Greensboro                     | Guilford                   |             |              | \$85  | \$56 | \$141 |
| NC | Greenville                     | Pitt                       |             |              | \$79  | \$51 | \$130 |
| NC | Kill Devil                     | Dare                       | October 1   | May 31       | \$90  | \$61 | \$151 |
| NC | Kill Devil                     | Dare                       | June 1      | August 31    | \$143 | \$61 | \$204 |
| NC | Kill Devil                     | Dare                       | September 1 | September 30 | \$90  | \$61 | \$151 |
| NC | New Bern / Havelock            | Craven                     |             |              | \$94  | \$46 | \$140 |
| NC | Raleigh                        | Wake                       |             |              | \$90  | \$66 | \$156 |
| NC | Wilmington                     | New Hanover                |             |              | \$97  | \$56 | \$153 |
| NC | Winston-Salem                  | Forsyth                    |             |              | \$83  | \$56 | \$139 |
| NE | Omaha                          | Douglas                    | October 1   | April 30     | \$93  | \$61 | \$154 |
| NE | Omaha                          | Douglas                    | May 1       | June 30      | \$104 | \$61 | \$165 |
| NE | Omaha                          | Douglas                    | July 1      | September 30 | \$93  | \$61 | \$154 |
| NH | Concord                        | Merrimack                  | October 1   | May 31       | \$82  | \$51 | \$133 |
| NH | Concord                        | Merrimack                  | June 1      | September 30 | \$92  | \$51 | \$143 |
| NH | Conway                         | Caroll                     | October 1   | February 28  | \$116 | \$61 | \$177 |
| NH | Conway                         | Caroll                     | March 1     | June 30      | \$102 | \$61 | \$163 |
| NH | Conway                         | Caroll                     | July 1      | August 31    | \$141 | \$61 | \$202 |
| NH | Conway                         | Caroll                     | September 1 | September 30 | \$116 | \$61 | \$177 |
| NH | Durham                         | Strafford                  |             |              | \$94  | \$46 | \$140 |
| NH | Laconia                        | Belknap                    | October 1   | October 31   | \$101 | \$51 | \$152 |

|    |   |                                   |             |              |       |      |       |
|----|---|-----------------------------------|-------------|--------------|-------|------|-------|
| NH | Laconia                                 | Belknap                           | November 1  | May 31       | \$85  | \$51 | \$136 |
| NH | Laconia                                 | Belknap                           | June 1      | September 30 | \$101 | \$51 | \$152 |
| NH | Lebanon / Lincoln / West Lebanon        | Grafton / Sullivan                |             |              | \$101 | \$56 | \$157 |
| NH | Manchester                              | Hillsborough                      |             |              | \$86  | \$56 | \$142 |
| NH | Portsmouth                              | Rockingham                        | October 1   | June 30      | \$102 | \$61 | \$163 |
| NH | Portsmouth                              | Rockingham                        | July 1      | September 30 | \$126 | \$61 | \$187 |
| NJ | Atlantic City / Ocean City / Cape May   | Atlantic and Cape May             | October 1   | December 31  | \$100 | \$66 | \$166 |
| NJ | Atlantic City / Ocean City / Cape May   | Atlantic and Cape May             | January 1   | March 31     | \$87  | \$66 | \$153 |
| NJ | Atlantic City / Ocean City / Cape May   | Atlantic and Cape May             | April 1     | September 30 | \$100 | \$66 | \$166 |
| NJ | Belle Mead                              | Somerset                          |             |              | \$116 | \$56 | \$172 |
| NJ | Cherry Hill / Moorestown                | Camden and Burlington             |             |              | \$92  | \$61 | \$153 |
| NJ | Eatontown / Freehold                    | Monmouth                          |             |              | \$110 | \$56 | \$166 |
| NJ | Edison / Piscataway                     | Middlesex                         |             |              | \$109 | \$51 | \$160 |
| NJ | Flemington                              | Hunterdon                         |             |              | \$107 | \$61 | \$168 |
| NJ | Newark                                  | Essex, Bergen, Hudson and Passaic |             |              | \$116 | \$61 | \$177 |
| NJ | Parsippany                              | Morris                            |             |              | \$125 | \$56 | \$181 |
| NJ | Princeton / Trenton                     | Mercer                            |             |              | \$126 | \$61 | \$187 |
| NJ | Springfield / Cranford / New Providence | Union                             |             |              | \$94  | \$56 | \$150 |
| NJ | Tom's River                             | Ocean                             | October 1   | May 31       | \$78  | \$51 | \$129 |
| NJ | Tom's River                             | Ocean                             | June 1      | August 31    | \$99  | \$51 | \$150 |
| NJ | Tom's River                             | Ocean                             | September 1 | September 30 | \$78  | \$51 | \$129 |
| NM | Albuquerque                             | Bernalillo                        |             |              | \$81  | \$56 | \$137 |
| NM | Las Cruces                              | Dona Ana                          |             |              | \$79  | \$56 | \$135 |
| NM | Los Alamos                              | Los Alamos                        |             |              | \$86  | \$51 | \$137 |
| NM | Santa Fe                                | Santa Fe                          | October 1   | October 31   | \$100 | \$71 | \$171 |
| NM | Santa Fe                                | Santa Fe                          | November 1  | June 30      | \$82  | \$71 | \$153 |
| NM | Santa Fe                                | Santa Fe                          | July 1      | September 30 | \$100 | \$71 | \$171 |
| NM | Taos                                    | Taos                              |             |              | \$87  | \$66 | \$153 |
| NV | Incline Village / Reno / Sparks         | Washoe                            | October 1   | June 30      | \$98  | \$51 | \$149 |
| NV | Incline Village / Reno / Sparks         | Washoe                            | July 1      | August 31    | \$123 | \$51 | \$174 |

|    |   |  |             |              |       |      |       |
|----|---|--|-------------|--------------|-------|------|-------|
| NV | Incline Village / Reno / Sparks   | Washoe                                   | September 1 | September 30 | \$98  | \$51 | \$149 |
| NV | Las Vegas   | Clark                                    |             |              | \$93  | \$71 | \$164 |
| NV | Stateline, Carson City  | Douglas, Carson City                     |             |              | \$93  | \$61 | \$154 |
| NY | Albany  | Albany                                   |             |              | \$104 | \$61 | \$165 |
| NY | Binghamton / Owego  | Broome and Tioga                         |             |              | \$90  | \$46 | \$136 |
| NY | Buffalo   | Erie                                     |             |              | \$98  | \$56 | \$154 |
| NY | Floral Park / Garden City / Great Neck  | Nassau                                   |             |              | \$143 | \$66 | \$209 |
| NY | Glens Falls   | Warren                                   | October 1   | June 30      | \$92  | \$66 | \$158 |
| NY | Glens Falls   | Warren                                   | July 1      | August 31    | \$133 | \$66 | \$199 |
| NY | Glens Falls   | Warren                                   | September 1 | September 30 | \$92  | \$66 | \$158 |
| NY | Ithaca / Waterloo / Romulus   | Tompkins and Seneca                      |             |              | \$114 | \$46 | \$160 |
| NY | Kingston  | Ulster                                   |             |              | \$101 | \$66 | \$167 |
| NY | Lake Placid   | Essex                                    | October 1   | November 30  | \$103 | \$61 | \$164 |
| NY | Lake Placid   | Essex                                    | December 1  | February 28  | \$124 | \$61 | \$185 |
| NY | Lake Placid   | Essex                                    | March 1     | June 30      | \$99  | \$61 | \$160 |
| NY | Lake Placid   | Essex                                    | July 1      | August 31    | \$145 | \$61 | \$206 |
| NY | Lake Placid   | Essex                                    | September 1 | September 30 | \$103 | \$61 | \$164 |
| NY | Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island) | Bronx, Kings, New York, Queens, Richmond | October 1   | December 31  | \$269 | \$71 | \$340 |
| NY | Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island) | Bronx, Kings, New York, Queens, Richmond | January 1   | March 31     | \$192 | \$71 | \$263 |
| NY | Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island) | Bronx, Kings, New York, Queens, Richmond | April 1     | June 30      | \$212 | \$71 | \$283 |
| NY | Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island) | Bronx, Kings, New York, Queens, Richmond | July 1      | August 31    | \$191 | \$71 | \$262 |

|    |   |  |             |              |       |      |       |
|----|---|--|-------------|--------------|-------|------|-------|
| NY | Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island) | Bronx, Kings, New York, Queens, Richmond | September 1 | September 30 | \$269 | \$71 | \$340 |
| NY | Niagara Falls   | Niagara                                  | October 1   | May 31       | \$77  | \$51 | \$128 |
| NY | Niagara Falls   | Niagara                                  | June 1      | August 31    | \$100 | \$51 | \$151 |
| NY | Niagara Falls   | Niagara                                  | September 1 | September 30 | \$77  | \$51 | \$128 |
| NY | Nyack / Palisades   | Rockland                                 |             |              | \$103 | \$61 | \$164 |
| NY | Poughkeepsie  | Dutchess                                 |             |              | \$95  | \$66 | \$161 |
| NY | Riverhead / Ronkonkoma / Melville   | Suffolk                                  | October 1   | May 31       | \$114 | \$71 | \$185 |
| NY | Riverhead / Ronkonkoma / Melville   | Suffolk                                  | June 1      | August 31    | \$137 | \$71 | \$208 |
| NY | Riverhead / Ronkonkoma / Melville   | Suffolk                                  | September 1 | September 30 | \$114 | \$71 | \$185 |
| NY | Rochester   | Monroe                                   |             |              | \$96  | \$51 | \$147 |
| NY | Saratoga Springs / Schenectady  | Saratoga and Schenectady                 | October 1   | June 30      | \$104 | \$56 | \$160 |
| NY | Saratoga Springs / Schenectady  | Saratoga and Schenectady                 | July 1      | August 31    | \$151 | \$56 | \$207 |
| NY | Saratoga Springs / Schenectady  | Saratoga and Schenectady                 | September 1 | September 30 | \$104 | \$56 | \$160 |
| NY | Syracuse / Oswego   | Onondaga and Oswego                      |             |              | \$93  | \$56 | \$149 |
| NY | Tarrytown / White Plains / New Rochelle   | Westchester                              |             |              | \$142 | \$71 | \$213 |
| NY | Troy  | Rensselaer                               |             |              | \$94  | \$51 | \$145 |
| NY | West Point  | Orange                                   |             |              | \$109 | \$51 | \$160 |
| OH | Akron   | Summit                                   |             |              | \$85  | \$51 | \$136 |
| OH | Canton  | Stark                                    |             |              | \$88  | \$51 | \$139 |
| OH | Cincinnati  | Hamilton / Clermont                      |             |              | \$115 | \$56 | \$171 |
| OH | Cleveland   | Cuyahoga                                 |             |              | \$102 | \$56 | \$158 |
| OH | Columbus  | Franklin                                 |             |              | \$94  | \$56 | \$150 |
| OH | Dayton / Fairborn   | Greene, Darke and Montgomery             |             |              | \$81  | \$56 | \$137 |
| OH | Hamilton  | Butler and Warren                        |             |              | \$92  | \$51 | \$143 |
| OH | Mentor  | Lake                                     |             |              | \$88  | \$46 | \$134 |
| OH | Rittman   | Wayne and Medina                         |             |              | \$87  | \$51 | \$138 |
| OH | Sandusky / Bellevue   | Erie / Huron                             | October 1   | May 31       | \$77  | \$46 | \$123 |

|    |                                |                                 |             |              |       |      |       |
|----|--------------------------------|---------------------------------|-------------|--------------|-------|------|-------|
| OH | Sandusky / Bellevue            | Erie / Huron                    | June 1      | August 31    | \$83  | \$46 | \$129 |
| OH | Sandusky / Bellevue            | Erie / Huron                    | September 1 | September 30 | \$77  | \$46 | \$123 |
| OH | Youngstown                     | Mahoning and Trumbull           |             |              | \$82  | \$51 | \$133 |
| OK | Oklahoma City                  | Oklahoma                        |             |              | \$82  | \$66 | \$148 |
| OK | Tulsa                          | Tulsa, Creek, Osage, and Rogers |             |              | \$80  | \$61 | \$141 |
| OR | Ashland / Crater Lake          | Jackson / Klamath               |             |              | \$80  | \$56 | \$136 |
| OR | Beaverton                      | Washington                      |             |              | \$90  | \$51 | \$141 |
| OR | Bend                           | Deschutes                       | October 1   | June 30      | \$88  | \$61 | \$149 |
| OR | Bend                           | Deschutes                       | July 1      | August 31    | \$110 | \$61 | \$171 |
| OR | Bend                           | Deschutes                       | September 1 | September 30 | \$88  | \$61 | \$149 |
| OR | Clackamas                      | Clackamas                       |             |              | \$87  | \$61 | \$148 |
| OR | Eugene / Florence              | Lane                            |             |              | \$97  | \$51 | \$148 |
| OR | Lincoln City                   | Lincoln                         | October 1   | June 30      | \$83  | \$56 | \$139 |
| OR | Lincoln City                   | Lincoln                         | July 1      | August 31    | \$104 | \$56 | \$160 |
| OR | Lincoln City                   | Lincoln                         | September 1 | September 30 | \$83  | \$56 | \$139 |
| OR | Portland                       | Multnomah                       |             |              | \$113 | \$66 | \$179 |
| OR | Seaside                        | Clatsop                         | October 1   | June 30      | \$93  | \$51 | \$144 |
| OR | Seaside                        | Clatsop                         | July 1      | August 31    | \$130 | \$51 | \$181 |
| OR | Seaside                        | Clatsop                         | September 1 | September 30 | \$93  | \$51 | \$144 |
| PA | Allentown / Easton / Bethlehem | Lehigh and Northampton          |             |              | \$84  | \$51 | \$135 |
| PA | Bucks County                   | Bucks                           |             |              | \$95  | \$71 | \$166 |
| PA | Chester / Radnor / Essington   | Delaware                        |             |              | \$96  | \$51 | \$147 |
| PA | Erie                           | Erie                            |             |              | \$82  | \$46 | \$128 |
| PA | Gettysburg                     | Adams                           | October 1   | October 31   | \$98  | \$51 | \$149 |
| PA | Gettysburg                     | Adams                           | November 1  | March 31     | \$79  | \$51 | \$130 |
| PA | Gettysburg                     | Adams                           | April 1     | September 30 | \$98  | \$51 | \$149 |
| PA | Harrisburg / Hershey           | Dauphin                         | October 1   | May 31       | \$106 | \$51 | \$157 |
| PA | Harrisburg / Hershey           | Dauphin                         | June 1      | August 31    | \$130 | \$51 | \$181 |
| PA | Harrisburg / Hershey           | Dauphin                         | September 1 | September 30 | \$106 | \$51 | \$157 |
| PA | Lancaster                      | Lancaster                       |             |              | \$96  | \$56 | \$152 |
| PA | Malvern / Frazer / Berwyn      | Chester                         |             |              | \$116 | \$51 | \$167 |
| PA | Mechanicsburg                  | Cumberland                      |             |              | \$83  | \$56 | \$139 |
| PA | Montgomery County              | Montgomery                      |             |              | \$115 | \$66 | \$181 |
| PA | Philadelphia                   | Philadelphia                    | October 1   | November 30  | \$149 | \$66 | \$215 |
| PA | Philadelphia                   | Philadelphia                    | December 1  | August 31    | \$136 | \$66 | \$202 |

|    |  |                                     |             |              |       |      |       |
|----|--|-------------------------------------|-------------|--------------|-------|------|-------|
| PA | Philadelphia                               | Philadelphia                        | September 1 | September 30 | \$149 | \$66 | \$215 |
| PA | Pittsburgh                                 | Allegheny                           |             |              | \$115 | \$71 | \$186 |
| PA | Reading                                    | Berks                               |             |              | \$89  | \$56 | \$145 |
| PA | Scranton                                   | Lackawanna                          |             |              | \$80  | \$56 | \$136 |
| PA | State College                              | Centre                              |             |              | \$86  | \$56 | \$142 |
| RI | East Greenwich / Warwick / North Kingstown | Kent and Washington                 |             |              | \$84  | \$56 | \$140 |
| RI | Jamestown / Middletown / Newport           | Newport                             | October 1   | October 31   | \$145 | \$71 | \$216 |
| RI | Jamestown / Middletown / Newport           | Newport                             | November 1  | April 30     | \$96  | \$71 | \$167 |
| RI | Jamestown / Middletown / Newport           | Newport                             | May 1       | September 30 | \$145 | \$71 | \$216 |
| RI | Providence / Bristol                       | Providence / Bristol                |             |              | \$122 | \$71 | \$193 |
| SC | Aiken                                      | Aiken                               |             |              | \$81  | \$46 | \$127 |
| SC | Charleston                                 | Charleston, Berkeley and Dorchester |             |              | \$132 | \$56 | \$188 |
| SC | Columbia                                   | Richland / Lexington                |             |              | \$85  | \$51 | \$136 |
| SC | Greenville                                 | Greenville                          |             |              | \$82  | \$56 | \$138 |
| SC | Hilton Head                                | Beaufort                            | October 1   | October 31   | \$104 | \$61 | \$165 |
| SC | Hilton Head                                | Beaufort                            | November 1  | March 31     | \$87  | \$61 | \$148 |
| SC | Hilton Head                                | Beaufort                            | April 1     | August 31    | \$127 | \$61 | \$188 |
| SC | Hilton Head                                | Beaufort                            | September 1 | September 30 | \$104 | \$61 | \$165 |
| SC | Myrtle Beach                               | Horry                               | October 1   | October 31   | \$80  | \$51 | \$131 |
| SC | Myrtle Beach                               | Horry                               | November 1  | March 31     | \$77  | \$51 | \$128 |
| SC | Myrtle Beach                               | Horry                               | April 1     | May 31       | \$89  | \$51 | \$140 |
| SC | Myrtle Beach                               | Horry                               | June 1      | August 31    | \$116 | \$51 | \$167 |
| SC | Myrtle Beach                               | Horry                               | September 1 | September 30 | \$80  | \$51 | \$131 |
| SD | Hot Springs                                | Fall River and Custer               | October 1   | May 31       | \$77  | \$46 | \$123 |
| SD | Hot Springs                                | Fall River and Custer               | June 1      | August 31    | \$101 | \$46 | \$147 |
| SD | Hot Springs                                | Fall River and Custer               | September 1 | September 30 | \$77  | \$46 | \$123 |
| SD | Rapid City                                 | Pennington                          | October 1   | May 31       | \$77  | \$51 | \$128 |
| SD | Rapid City                                 | Pennington                          | June 1      | August 31    | \$121 | \$51 | \$172 |
| SD | Rapid City                                 | Pennington                          | September 1 | September 30 | \$77  | \$51 | \$128 |
| SD | Sturgis / Spearfish                        | Meade, Butte and Lawrence           | October 1   | May 31       | \$77  | \$51 | \$128 |
| SD | Sturgis / Spearfish                        | Meade, Butte and Lawrence           | June 1      | August 31    | \$108 | \$51 | \$159 |
| SD | Sturgis / Spearfish                        | Meade, Butte and Lawrence           | September 1 | September 30 | \$77  | \$51 | \$128 |
| TN | Brentwood / Franklin                       | Williamson                          |             |              | \$94  | \$56 | \$150 |

|    |                                     |   |             |              |       |      |       |
|----|-------------------------------------|---|-------------|--------------|-------|------|-------|
| TN | Chattanooga                         | Hamilton                                    |             |              | \$88  | \$56 | \$144 |
| TN | Knoxville                           | Knox  |             |              | \$84  | \$56 | \$140 |
| TN | Memphis                             | Shelby                                      |             |              | \$96  | \$61 | \$157 |
| TN | Nashville                           | Davidson                                    |             |              | \$110 | \$66 | \$176 |
| TN | Oak Ridge                           | Anderson                                    |             |              | \$90  | \$46 | \$136 |
| TX | Arlington / Fort Worth / Grapevine  | Tarrant County and City limits of Grapevine |             |              | \$138 | \$56 | \$194 |
| TX | Austin                              | Travis                                      |             |              | \$104 | \$71 | \$175 |
| TX | Beaumont                            | Jefferson                                   |             |              | \$86  | \$51 | \$137 |
| TX | College Station                     | Brazos                                      |             |              | \$93  | \$56 | \$149 |
| TX | Corpus Christi                      | Nueces                                      |             |              | \$87  | \$51 | \$138 |
| TX | Dallas                              | Dallas County and City of Dallas            |             |              | \$107 | \$71 | \$178 |
| TX | El Paso                             | El Paso                                     |             |              | \$88  | \$51 | \$139 |
| TX | Galveston                           | Galveston                                   | October 1   | February 28  | \$84  | \$56 | \$140 |
| TX | Galveston                           | Galveston                                   | March 1     | August 31    | \$101 | \$56 | \$157 |
| TX | Galveston                           | Galveston                                   | September 1 | September 30 | \$84  | \$56 | \$140 |
| TX | Greenville                          | Hunt County                                 |             |              | \$78  | \$51 | \$129 |
| TX | Houston (L.B. Johnson Space Center) | Montgomery, Fort Bend and Harris            |             |              | \$109 | \$71 | \$180 |
| TX | Laredo                              | Webb  |             |              | \$78  | \$56 | \$134 |
| TX | McAllen                             | Hidalgo                                     |             |              | \$85  | \$56 | \$141 |
| TX | Midland                             | Midland                                     |             |              | \$92  | \$51 | \$143 |
| TX | Plano                               | Collin                                      |             |              | \$100 | \$61 | \$161 |
| TX | Round Rock                          | Williamson                                  |             |              | \$90  | \$51 | \$141 |
| TX | San Antonio                         | Bexar                                       |             |              | \$106 | \$66 | \$172 |
| TX | South Padre Island                  | Cameron                                     | October 1   | May 31       | \$85  | \$56 | \$141 |
| TX | South Padre Island                  | Cameron                                     | June 1      | July 31      | \$107 | \$56 | \$163 |
| TX | South Padre Island                  | Cameron                                     | August 1    | September 30 | \$85  | \$56 | \$141 |
| TX | Waco                                | McLennan                                    |             |              | \$85  | \$51 | \$136 |
| UT | Moab                                | Grand                                       | October 1   | October 31   | \$97  | \$56 | \$153 |
| UT | Moab                                | Grand                                       | November 1  | February 28  | \$77  | \$56 | \$133 |
| UT | Moab                                | Grand                                       | March 1     | September 30 | \$97  | \$56 | \$153 |
| UT | Park City                           | Summit                                      | October 1   | December 31  | \$89  | \$71 | \$160 |
| UT | Park City                           | Summit                                      | January 1   | March 31     | \$153 | \$71 | \$224 |
| UT | Park City                           | Summit                                      | April 1     | September 30 | \$89  | \$71 | \$160 |
| UT | Provo                               | Utah  |             |              | \$80  | \$51 | \$131 |
| UT | Salt Lake City                      | Salt Lake and Tooele                        |             |              | \$95  | \$61 | \$156 |

|    |                                  |  |             |              |       |      |       |
|----|----------------------------------|--|-------------|--------------|-------|------|-------|
| VA | Abingdon                         | Washington   |             |              | \$86  | \$46 | \$132 |
| VA | Blacksburg                       | Montgomery   |             |              | \$95  | \$46 | \$141 |
| VA | Charlottesville                  | City of Charlottesville, Albemarle, Greene         |             |              | \$113 | \$56 | \$169 |
| VA | Chesapeake / Suffolk             | Cities of Chesapeake and Suffolk                   | October 1   | May 31       | \$78  | \$56 | \$134 |
| VA | Chesapeake / Suffolk             | Cities of Chesapeake and Suffolk                   | June 1      | August 31    | \$88  | \$56 | \$144 |
| VA | Chesapeake / Suffolk             | Cities of Chesapeake and Suffolk                   | September 1 | September 30 | \$78  | \$56 | \$134 |
| VA | Chesterfield / Henrico Counties  | Chesterfield / Henrico                             |             |              | \$87  | \$51 | \$138 |
| VA | Fredericksburg                   | City of Fredericksburg / Spotsylvania / Stafford   |             |              | \$89  | \$56 | \$145 |
| VA | James City / York / Williamsburg | James City and York Counties, City of Williamsburg | October 1   | March 31     | \$77  | \$51 | \$128 |
| VA | James City / York / Williamsburg | James City and York Counties, City of Williamsburg | April 1     | August 31    | \$91  | \$51 | \$142 |
| VA | James City / York / Williamsburg | James City and York Counties, City of Williamsburg | September 1 | September 30 | \$77  | \$51 | \$128 |
| VA | Loudoun County                   | Loudoun  |             |              | \$111 | \$61 | \$172 |
| VA | Lynchburg                        | Campbell, Lynchburg City                           |             |              | \$79  | \$51 | \$130 |
| VA | Manassas                         | City of Manassas                                   |             |              | \$82  | \$46 | \$128 |
| VA | Norfolk / Portsmouth             | Cities of Norfolk and Portsmouth                   |             |              | \$92  | \$61 | \$153 |
| VA | Prince William County            | Prince William                                     |             |              | \$89  | \$56 | \$145 |
| VA | Richmond City                    | City of Richmond                                   |             |              | \$114 | \$66 | \$180 |
| VA | Roanoke                          | City limits of Roanoke                             |             |              | \$99  | \$51 | \$150 |
| VA | Virginia Beach                   | City of Virginia Beach                             | October 1   | May 31       | \$89  | \$56 | \$145 |
| VA | Virginia Beach                   | City of Virginia Beach                             | June 1      | August 31    | \$144 | \$56 | \$200 |
| VA | Virginia Beach                   | City of Virginia Beach                             | September 1 | September 30 | \$89  | \$56 | \$145 |
| VA | Wallops Island                   | Accomack   | October 1   | June 30      | \$84  | \$56 | \$140 |
| VA | Wallops Island                   | Accomack   | July 1      | August 31    | \$125 | \$56 | \$181 |
| VA | Wallops Island                   | Accomack   | September 1 | September 30 | \$84  | \$56 | \$140 |
| VA | Warrenton                        | Fauquier   |             |              | \$93  | \$46 | \$139 |
| VT | Burlington / St. Albans          | Chittenden and Franklin                            | October 1   | October 31   | \$111 | \$66 | \$177 |
| VT | Burlington / St. Albans          | Chittenden and Franklin                            | November 1  | May 31       | \$92  | \$66 | \$158 |
| VT | Burlington / St. Albans          | Chittenden and Franklin                            | June 1      | September 30 | \$111 | \$66 | \$177 |
| VT | Manchester                       | Bennington   |             |              | \$87  | \$71 | \$158 |
| VT | Middlebury                       | Addison  |             |              | \$115 | \$61 | \$176 |
| VT | Montpelier                       | Washington   |             |              | \$100 | \$61 | \$161 |
| VT | Stowe                            | Lamoille   | October 1   | March 31     | \$133 | \$71 | \$204 |

|    |                                     |                             |             |              |       |      |       |
|----|-------------------------------------|-----------------------------|-------------|--------------|-------|------|-------|
| VT | Stowe                               | Lamoille                    | April 1     | May 31       | \$101 | \$71 | \$172 |
| VT | Stowe                               | Lamoille                    | June 1      | September 30 | \$133 | \$71 | \$204 |
| VT | White River Junction                | Windsor                     | October 1   | February 28  | \$101 | \$56 | \$157 |
| VT | White River Junction                | Windsor                     | March 1     | May 31       | \$89  | \$56 | \$145 |
| VT | White River Junction                | Windsor                     | June 1      | September 30 | \$101 | \$56 | \$157 |
| WA | Anacortes / Coupeville / Oak Harbor | Skagit, Island, San Juan    |             |              | \$90  | \$61 | \$151 |
| WA | Bremerton                           | Kitsap                      |             |              | \$78  | \$66 | \$144 |
| WA | Everett / Lynnwood                  | Snohomish                   |             |              | \$94  | \$61 | \$155 |
| WA | Ocean Shores                        | Grays Harbor                | October 1   | June 30      | \$88  | \$51 | \$139 |
| WA | Ocean Shores                        | Grays Harbor                | July 1      | August 31    | \$107 | \$51 | \$158 |
| WA | Ocean Shores                        | Grays Harbor                | September 1 | September 30 | \$88  | \$51 | \$139 |
| WA | Olympia / Tumwater                  | Thurston                    |             |              | \$86  | \$61 | \$147 |
| WA | Port Angeles / Port Townsend        | Clallam and Jefferson       | October 1   | June 30      | \$94  | \$61 | \$155 |
| WA | Port Angeles / Port Townsend        | Clallam and Jefferson       | July 1      | August 31    | \$123 | \$61 | \$184 |
| WA | Port Angeles / Port Townsend        | Clallam and Jefferson       | September 1 | September 30 | \$94  | \$61 | \$155 |
| WA | Richland                            | Benton                      |             |              | \$88  | \$46 | \$134 |
| WA | Seattle                             | King                        |             |              | \$139 | \$71 | \$210 |
| WA | Spokane                             | Spokane                     |             |              | \$86  | \$61 | \$147 |
| WA | Tacoma                              | Pierce                      |             |              | \$109 | \$61 | \$170 |
| WA | Vancouver                           | Clark, Cowlitz and Skamania |             |              | \$113 | \$56 | \$169 |
| WI | Appleton                            | Outagamie                   |             |              | \$81  | \$46 | \$127 |
| WI | Brookfield / Racine                 | Waukesha / Racine           |             |              | \$87  | \$56 | \$143 |
| WI | Lake Geneva                         | Walworth                    | October 1   | May 31       | \$90  | \$51 | \$141 |
| WI | Lake Geneva                         | Walworth                    | June 1      | September 30 | \$122 | \$51 | \$173 |
| WI | Madison                             | Dane                        |             |              | \$88  | \$56 | \$144 |
| WI | Milwaukee                           | Milwaukee                   |             |              | \$95  | \$61 | \$156 |
| WI | Sturgeon Bay                        | Door                        | October 1   | June 30      | \$77  | \$56 | \$133 |
| WI | Sturgeon Bay                        | Door                        | July 1      | September 30 | \$86  | \$56 | \$142 |
| WI | Wisconsin Dells                     | Columbia                    | October 1   | June 30      | \$77  | \$61 | \$138 |
| WI | Wisconsin Dells                     | Columbia                    | July 1      | August 31    | \$85  | \$61 | \$146 |
| WI | Wisconsin Dells                     | Columbia                    | September 1 | September 30 | \$77  | \$61 | \$138 |
| WV | Charleston                          | Kanawha                     |             |              | \$95  | \$51 | \$146 |
| WV | Morgantown                          | Monongalia                  |             |              | \$83  | \$46 | \$129 |

|    |                         |                        |             |              |       |      |       |
|----|-------------------------|------------------------|-------------|--------------|-------|------|-------|
| WV | Shepherdstown           | Jefferson and Berkeley |             |              | \$82  | \$51 | \$133 |
| WV | Wheeling                | Ohio                   |             |              | \$94  | \$46 | \$140 |
| WY | Cody                    | Park                   | October 1   | May 31       | \$84  | \$51 | \$135 |
| WY | Cody                    | Park                   | June 1      | September 30 | \$117 | \$51 | \$168 |
| WY | Evanston / Rock Springs | Sweetwater / Uinta     |             |              | \$80  | \$51 | \$131 |
| WY | Gillette                | Campbell               | October 1   | May 31       | \$91  | \$51 | \$142 |
| WY | Gillette                | Campbell               | June 1      | August 31    | \$109 | \$51 | \$160 |
| WY | Gillette                | Campbell               | September 1 | September 30 | \$91  | \$51 | \$142 |
| WY | Jackson / Pinedale      | Teton and Sublette     | October 1   | June 30      | \$109 | \$56 | \$165 |
| WY | Jackson / Pinedale      | Teton and Sublette     | July 1      | August 31    | \$158 | \$56 | \$214 |
| WY | Jackson / Pinedale      | Teton and Sublette     | September 1 | September 30 | \$109 | \$56 | \$165 |
| WY | Sheridan                | Sheridan               | October 1   | May 31       | \$77  | \$56 | \$133 |
| WY | Sheridan                | Sheridan               | June 1      | August 31    | \$89  | \$56 | \$145 |
| WY | Sheridan                | Sheridan               | September 1 | September 30 | \$77  | \$56 | \$133 |

**Appendix B**  
**Travel Authorization Request Form**



**Appendix C**  
**Request for Travel Advance**

**Appendix C**

**Request For Travel Advance**

Section A

Name \_\_\_\_\_ Emp.# \_\_\_\_\_ Date Requested \_\_\_\_\_  
 Department \_\_\_\_\_  
 Division \_\_\_\_\_ Org.# \_\_\_\_\_  
 I. Destination \_\_\_\_\_ Account \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

**II. Estimated Expenses**

|                       | Sun  | Mon  | Tues | Wed  | Thurs | Fri  | Sat  | Total |
|-----------------------|------|------|------|------|-------|------|------|-------|
| Lodging               |      |      |      |      |       |      |      | \$ -  |
| Meals                 |      |      |      |      |       |      |      | \$ -  |
| Ground Transportation |      |      |      |      |       |      |      | \$ -  |
| <b>Total</b>          | \$ - | \$ - | \$ - | \$ - | \$ -  | \$ - | \$ - | \$ -  |

I agree to submit all required expense statements within ten (10) calendar days of my return. If the advance payment exceeds the actual cost of travel, I agree to repay the excess to the City at the time that I submit the expense statement. If I do not submit the expense statement within the required time, I agree that the city may deduct the entire amount of the advance from any paycheck following a thirty (30) calendar day period.

Liquidation Date \_\_\_\_\_ Employee \_\_\_\_\_  
 \_\_\_\_\_  
 APPROVED: Department Head

Section B

LIQUIDATION OF CASH ADVANCE

Actual Expenses(#CO-212-65) \$ \_\_\_\_\_  
 Balance due from City (check requested) \$ \_\_\_\_\_  
 Balance due to City (check attached) \$ \_\_\_\_\_

I authorize an employee payroll liquidation for travel advance funds not reimbursed to the City in the manner described under A.P. 2-5, section 11

\_\_\_\_\_  
 Department Director

Section C

Controller's Use:

Voucher No \_\_\_\_\_ Date Liquidated \_\_\_\_\_  
 Date of Voucher \_\_\_\_\_ Voucher No. \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Check No. \_\_\_\_\_ Deposit Slip No. \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Date of Check \_\_\_\_\_ Payroll Deduction:  
 Date \_\_\_\_\_  
 Amount \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Appendix D**  
**Travel Expenses Summary Report & Log**

**CITY OF HOUSTON  
TRAVEL EXPENSES SUMMARY REPORT & LOG  
SUMMARY OF EXPENSES**

NAME OF EMPLOYEE \_\_\_\_\_ DEPARTMENT/DIVISION \_\_\_\_\_  
 TRAVEL DESTINATION \_\_\_\_\_ ORG. NO. \_\_\_\_\_ MODE OF TRANSPORTATION \_\_\_\_\_ DATES OF TRAVEL \_\_\_\_\_

| DATE | EXPENSES  | SUN | MON | TUE | WED | THU | FRI | SAT | TOTAL |
|------|---|-----|-----|-----|-----|-----|-----|-----|-------|
|      |   |     |     |     |     |     |     |     |       |
|      | Lodging   |     |     |     |     |     |     |     | \$ -  |
|      | Meals (total from Section I)  |     |     |     |     |     |     |     | \$ -  |
|      | Ground Transportation (total from Section II)                           |     |     |     |     |     |     |     | \$ -  |
|      | Tips (total from Section III)   |     |     |     |     |     |     |     | \$ -  |
|      | Telephone Calls (total from Section IV)                                 |     |     |     |     |     |     |     | \$ -  |
|      | Private auto expenses (total from Section V)                            |     |     |     |     |     |     |     | \$ -  |
|      | Other   |     |     |     |     |     |     |     | \$ -  |
|      | Airline/rail travel   |     |     |     |     |     |     |     | \$ -  |
|      | Registration fees   |     |     |     |     |     |     |     | \$ -  |
|      | <b>TOTAL TRAVEL EXPENSES</b>  |     |     |     |     |     |     |     | \$ -  |
|      | Minus: Airline/rail travel & registration paid by the City              |     |     |     |     |     |     |     |       |
|      | Minus: PCard charges  |     |     |     |     |     |     |     |       |
|      | Minus: Travel advance   |     |     |     |     |     |     |     | \$ -  |
|      | <b>AMOUNT DUE EMPLOYEE OR AMOUNT TO BE REMITTED BY EMPLOYEE TO CITY</b> |     |     |     |     |     |     |     | \$ -  |

I certify that these expenses were incurred in connection with official business for the City of Houston.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I certify that the expenses represented on this Summary of Travel Expenses & the Travel Log are reasonable & were incurred while this employee was conducting official business for the City of Houston.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

**TRAVEL EXPENSE SUMMARY & LOG  
DETAIL OF EXPENSES**

**EMPLOYEE NAME:** \_\_\_\_\_

**EMPLOYEE #** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**DIVISION:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**ORG #:** \_\_\_\_\_

**SECTION I: MEALS (Including Tips)**

| DAY       | DATE | BREAKFAST | LUNCH | DINNER | TOTAL |
|-----------|------|-----------|-------|--------|-------|
| SUNDAY    |      |           |       |        | -     |
| MONDAY    |      |           |       |        | -     |
| TUESDAY   |      |           |       |        | -     |
| WEDNESDAY |      |           |       |        | -     |
| THURSDAY  |      |           |       |        | -     |
| FRIDAY    |      |           |       |        | -     |
| SATURDAY  |      |           |       |        | -     |

**SECTION II: GROUND TRANSPORTATION (Indicate type: taxi, bus, van, subway, etc.)**

| DATE | TYPE | ORIGIN OF TRAVEL | DESTINATION OF TRAVEL | COST |
|------|------|------------------|-----------------------|------|
|      |      |                  |                       |      |
|      |      |                  |                       |      |
|      |      |                  |                       |      |
|      |      |                  |                       |      |
|      |      |                  |                       |      |
|      |      |                  |                       |      |
|      |      |                  |                       |      |
|      |      |                  |                       |      |

**TRAVEL EXPENSE SUMMARY & LOG  
DETAIL OF EXPENSES**

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE # \_\_\_\_\_

ORG # \_\_\_\_\_

**SECTION III: TIPS**

| DATE | DAY       | TAXI/VAN<br>ETC. | LUGGAGE | ROOM<br>SERVICE | OTHER | TOTAL |
|------|-----------|------------------|---------|-----------------|-------|-------|
|      | SUNDAY    |                  |         |                 |       | \$ -  |
|      | MONDAY    |                  |         |                 |       | \$ -  |
|      | TUESDAY   |                  |         |                 |       | \$ -  |
|      | WEDNESDAY |                  |         |                 |       | \$ -  |
|      | THURSDAY  |                  |         |                 |       | \$ -  |
|      | FRIDAY    |                  |         |                 |       | \$ -  |
|      | SATURDAY  |                  |         |                 |       | \$ -  |

**SECTION IV: TELEPHONE CALLS**

| DATE & TIME OF CALL | FIRM/PERSON CALLED | PHONE NUMBER | COST |
|---------------------|--------------------|--------------|------|
|                     |                    |              |      |
|                     |                    |              |      |
|                     |                    |              |      |
|                     |                    |              |      |
|                     |                    |              |      |
|                     |                    |              |      |
|                     |                    |              |      |
|                     |                    |              |      |
|                     |                    |              |      |

**SECTION V: PRIVATE AUTO MILEAGE**

| DATE | WORK LOCATION | DESTINATION | NUMBER OF<br>MILES | RATE | AMOUNT |
|------|---------------|-------------|--------------------|------|--------|
|      |               |             |                    |      |        |
|      |               |             |                    |      |        |
|      |               |             |                    |      |        |
|      |               |             |                    |      |        |
|      |               |             |                    |      |        |
|      |               |             |                    |      |        |
|      |               |             |                    |      |        |
|      |               |             |                    |      |        |
|      |               |             |                    |      |        |

**Appendix E**  
**Department Directors' Personal Leave & Travel**  
**Itinerary**

### Appendix E

## Department Director's Personal Leave & Travel Itinerary To Attend

### Conventions, Conferences, Workshops, & Business Related Meetings

1. 

|                            |          |       |
|----------------------------|----------|-------|
|                            |          |       |
| Director requesting travel | Dept/Div | Org # |
2. Person who will be Acting Director and telephone number/pager number  

|  |
|--|
|  |
|--|
3. Title of convention/conference/workshop or purpose of business related travel; for personal leave answer questions (4), (9) and (10) only.  

|  |
|--|
|  |
|--|
4. Dates to be out-of-town  

|  |
|--|
|  |
|--|
5. Benefit(s) to be derived by the City from attendance:  

|  |
|--|
|  |
|--|
6. Justification for Director's attendance as it relates to job responsibilities:  

|  |
|--|
|  |
|--|
7. Estimated total cost of travel, including air fare and hotel:

|  |    |   |
|--|----|---|
| Airline/rail travel                                  | \$ |   |
| Ground transportation (taxi, bus, subway, etc.)      | \$ |   |
| Registration Fee                                     | \$ |   |
| Lodging  | \$ |   |
| Meals  | \$ |   |
| Rental car   | \$ |   |
| Other (private auto mileage to/from San Antonio, TX) | \$ |   |
| Total  | \$ | - |
8. I have read the administrative Procedure (A.P.2-5) Authorization and Reimbursement for out-of-town and local travel and understand the requirements for reimbursement.  

YES
 NO
9. Complete Itinerary Form and submit to the Chief Administrative Office for distribution.
10. In case of an emergency please provide the Mayor's Office with all contact numbers:

|                          |  |                         |  |
|--------------------------|--|-------------------------|--|
| Director's Pager Number: |  | Director's Cellular No. |  |
| Hotel Name:              |  |                         |  |
| Hotel Phone Number:      |  |                         |  |
| Other:                   |  |                         |  |

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Authority

\_\_\_\_\_  
Date

Travel Itinerary Form enclosed:  Yes  No



**Appendix F**  
**Request to Increase Lodging Rates**

## Appendix F

### Request To Increase Maximum Lodging Rate

1.     
Name of Employee Dept/Div Org #

2. Title of convention/conference/workshop or purpose of business related travel:

3. Name of lodging establishment including: address, city, county, state, and phone number

4. Check In & Out Dates  Check In  Check Out

5. Lodging Rate \$  Requested \$  GSA Rate

6. Reason for Request (check one)

No safe lodging available - if it is determined that no safe lodging is available for less than or equal to the maximum GSA rate for the designated geographical area.

Decreased total cost - If it is determined that approval of the request would result in a decreased total cost of travel, document the potential cost savings to the city in the space provided below.

Other - for any other business reason, document all relevant circumstances in the space provided below.

Approved:

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Approval Authority Date

**Attach to Appendix B**

**Appendix G**  
**Occasional Mileage**



**Exhibit A**  
**Accompanying Travelers**

**CITY OF HOUSTON  
EXHIBIT A  
Accompanying Travelers**

**NOTE:** *This Exhibit A, along with the related travel authorization and travel expense reports required under A.P. No. 2-5 REVISED, must be filed with the City of Houston City Secretary's Office.*

**PART A – Travel Information**

**Elected Official/Employee Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department/Office:** \_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_

**Travel Destination:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**PART B – Accompanying Travelers**

Use this section to disclose other travelers, even if the names of such individuals are included in the travel authorization and travel expense reports required under A.P. No. 2-5 REVISED, accompanying the salaried or non-salaried employee or elected official of the City of Houston as part of a trade or economic mission and such co-traveler(s) are part of the city coterie.

Name of Accompanying Traveler(s)

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

.....  
\_\_\_\_\_  
**Elected Official/Employee Signature**

\_\_\_\_\_  
**Date**

**Exhibit B**  
**Supplemental Travel Funding**

**CITY OF HOUSTON  
EXHIBIT B  
Supplemental Travel Funding**

**NOTE:** *This Exhibit B, along with the related travel authorization and travel expense reports required under A.P. No. 2-5 REVISED, must be filed with the City of Houston City Secretary's Office.*

**PART A – Travel Information**

**Elected Official/Employee Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department/Office:** \_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_

**Travel Destination:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**PART B – Supplemental Travel Funding**

Use this section to report any or all of the costs of city business travel or travel related expenses of the salaried, non-salaried employee or elected official of the City of Houston filing this report, that were or will be paid from non-City of Houston sources (other than by employee or elected official or by a person related to the employee or elected official within the second degree of affinity or consanguinity.)

| <u>Funding Source</u> | <u>Description of Expenditure</u> | <u>Amount of Expenditure Paid by Non-City Sources</u> |
|-----------------------|-----------------------------------|---|
| _____                 | _____                             | \$ _____  |
| _____                 | _____                             | \$ _____  |
| _____                 | _____                             | \$ _____  |
| _____                 | _____                             | \$ _____  |
| <b>Total</b>          |                                   | <b>\$ _____</b>                                       |

.....

\_\_\_\_\_  
**Elected Official/Employee Signature**

\_\_\_\_\_  
**Date**

**Memo**  
**Mileage Reimbursement Revision**  
**Effective Jan. 1, 2010**



## Memorandum

**To:** All Department Directors

**From:** Alfred J. Moran, Jr., Director  
Administration & Regulatory Affairs

**Date:** January 6, 2010

**Subject:** COH 2010 Mileage Rate

The Internal Revenue Service and Treasury Department issued the 2010 optional standard mileage rates to \$0.50 a mile for all business miles driven as set forth in Revenue Procedure 2009-54.

Please note that the City of Houston will decrease our current standard mileage rate of \$0.55 to \$0.50 a mile, to match the Internal Revenue Service and Treasury Department announced amount, effective as of January 1, 2010.

A handwritten signature in blue ink, appearing to read 'AJ Moran, Jr.', written over a horizontal line.

Alfred Jay Moran, Jr., Director  
Administration and Regulatory Affairs

