

CHAPTER TR - TRAVEL AND REIMBURSEMENT POLICY

	Page
<b>SECTION 1 GENERAL PROVISIONS</b>	
TR-1.01-1 Purpose .....	1
TR-1.02-1 Authority .....	1
TR-1.03-1 Application .....	1
TR-1.04-1 Authorization .....	1
TR-1.05-1 Form TR-1 .....	1
TR-1.06-1 Personal Expense .....	2
TR-1.07-1 Closing Date .....	2
<b>SECTION 2 TRAVEL</b>	
TR-2.01-1 Mode of Transportation .....	2
TR-2.02-1 Air Travel .....	3
TR-2.03-1 Travel by Train or Bus .....	3
TR-2.04-1 Taxis and Airline Limousines .....	3
TR-2.05-1 Use of Privately-Owned Automobiles .....	4
TR-2.06-1 Rental Car Policy .....	4
<b>SECTION 3 MEALS</b>	
TR-3.01-1 Meal Expenses .....	4
TR-3.02-1 In-County Meal Expense .....	5
<b>SECTION 4 OVERNIGHT ACCOMMODATIONS</b>	
TR-4.01-1 Hotel and Motel Expenses .....	7
<b>SECTION 5 MISCELLANEOUS EXPENSES AND DIRECT BILLING</b>	
TR-5.01-1 Other Allowable Expenses .....	7
TR-5.02-1 Direct Billing for Expenses .....	7
Form TR-1	
TR-Appendix "A"	

CHAPTER TR - TRAVEL AND REIMBURSEMENT POLICY

**SECTION 1 GENERAL PROVISIONS**

- TR-1.01-1 PURPOSE  
The purpose of this policy is to establish a procedure for reimbursement of employees and County Board Supervisors for mileage and other expenses incurred by them on County business and to establish rules for attendance at in-state conferences, conventions, seminars, etc., by employees of Kenosha County.
- TR-1.02-1 AUTHORITY  
Kenosha County Board of Supervisors; Wisconsin Statutes section 59.15; Municipal Code of Kenosha County, Section 3.01; and Resolution 157 (1984-85). (Supersedes Resolutions 204 (1983-84) and 203 (1984-85)).
- TR-1.03-1 APPLICATION  
This reimbursement extends to all employees and County Board Supervisors; but in the event of a conflict between these provisions and the provisions of any labor agreement, the terms of the labor agreement shall control.
- TR-1.04-1 AUTHORIZATION
- (1) Each Department Head is responsible for approval of attendance at conferences, conventions and training seminars within their budget restrictions.
  - (2) An expense reimbursement voucher form with support information shall be submitted for payment with Department Head signature to the Finance and Audit Department. (Form TR-1)
  - (3) Each employee must pay and claim reimbursement for only his/her own travel expenses. These expenses are to be actual, reasonable and necessary. No portion of the claim shall have been provided free of charge or previously reimbursed by the County or reimbursed by a person or organization other than the County.
- TR-1.05-1 FORM TR-1 (Administrative Rule Adopted 3/21/89)

As required in section TR-1.04-1(2) of the County Policy and Rules Manual, only travel claims submitted on Form TR-1 will be paid. Each employee must pay and claim reimbursement for only his/her expense. Only one form may be submitted per person per claim. Expenditures must be documented on the TR-1 for each day they are incurred. If out-of-state meals are claimed, attach a copy of the Runzheimer Report to the TR-1. If personal checks are used to document travel expense, a copy of the front and back (cancelled) sides of the check must be attached to the TR-1.

TR-1.06-1 PERSONAL EXPENSE (Administrative Rule Adopted 3/21/89)

Personal expense shall not be claimed on Form TR-1 unless payment to the County for the personal expense accompanies the TR-1. Personal expense includes, but is not limited to, personal calls made to the employee's residence, and pay TV movies viewed in the hotel room.

TR-1.07-1 CLOSING DATE (Administrative Rule Adopted 3/21/89)

All claims for mileage, travel, or training/workshops shall be submitted to the Finance Department no later than the annual closing date in the next year subsequent. For example, all claims for 1988 mileage must be submitted to the Finance Department by 1/31/89 for all general fund departments.

Reimbursement will not be issued for any claim submitted after the applicable closing date.

## **SECTION 2 TRAVEL**

TR-2.01-1 MODE OF TRANSPORTATION

- (1) In general, employees are encouraged to travel by public transportation (bus, train or commercial airplane). However, reasonable transportation expenses incurred on necessary, authorized trips away from Kenosha County are reimbursable, provided an approved type or transportation is used and all travel is made by the direct and safest route.
- (2) When a number of persons are traveling to the same destination at the same time, it is their responsibility to arrange for pooled transporta-

tion where practicable.

- (3) When traveling by automobile, drivers must indicate names of passengers and passengers must indicate the name of their driver on their respective travel vouchers.

TR-2.02-1 AIR TRAVEL

- (1) Travel by commercial air travel shall be limited to coach.
- (2) Flight insurance coverage for employees is not a reimbursable expense.
- (3) When a favorable price differential exists, round-trip tickets or excursion-fare tickets shall be purchased.
- (4) The passenger copy of the airline ticket must be attached to the travel voucher. The credit card copy is not acceptable.
- (5) Airline tickets may be charged directly to the County. The invoice must be processed through normal purchasing channels after the trip is completed. Indicate on the travel voucher that air fare has been billed directly to the County.
- (6) When airfare is paid in advance, the passenger copy of the airline ticket must be submitted to the Finance Department within 45 calendar days of the date the employee returns from the applicable trip, or when the TR-1 is submitted to the Finance Department, whichever comes later. The credit card copy is not acceptable documentation. If the passenger copy of the airline ticket is not received, the cost of the airfare will be billed to the employee. This conforms with section 4.3 of the county's travel policy. (Administrative Rule Adopted 3/21/89)

TR-2.03-1 TRAVEL BY TRAIN OR BUS

Travel by train shall be limited to coach unless overnight; in which case, accommodations shall be limited to a roomette. Original receipts must be attached to the travel voucher.

TR-2.04-1 TAXIS AND AIRLINE LIMOUSINES

TR  
(10/7/97)

Reasonable charges for taxis and air limousines, including taxi tips at a minimum rate of 15 percent of the charge are reimbursable when other modes of travel are not available or practical.

TR-2.05-1 USE OF PRIVATELY-OWNED AUTOMOBILES

- (1) Privately-owned automobiles may be used when County cars are not available or tendered.
- (2) Employees shall be reimbursed at a rate established by Internal Revenue Service.
  - (a) New rates shall be effective on January 1st of the year following any revision in the IRS rate. (Administrative Rule Adopted 3/21/89)
- (3) Traffic citations, parking tickets, and other traffic violation expenses shall be the employee's responsibility.
- (4) The starting point, destination, and return point must be stated daily on the mileage chart. Vicinity mileage must be listed and explained on a separate line on the mileage chart.
- (5) Bridge, road tolls and parking expenses shall be reimbursable.

TR-2.06-1 RENTAL CAR POLICY

A "rental car" shall be appropriate when deemed to be the most convenient and efficient means of transportation in a particular situation. Only the reasonable cost of compact models shall be reimbursable unless nonavailability is documented.

**SECTION 3 MEALS**

TR-3.01-1 MEAL EXPENSES (Administrative Rule Adopted 1/1/95)

- (1) The claim for meals must represent actual, reasonable and necessary expenses for meals. In county, meals are an allowable expense to be reimbursed at the rate approved, provided the purpose of the meal is to conduct County business.
- (2) The maximum permitted amounts for meals including tax and tip, for all in-state travel shall be:  
(10/7/97)

Breakfast.....\$ 7.00

Lunch.....\$ 8.00  
Dinner.....\$15.00

- (3) The meal expenses shall apply to all travel except for meals in out-of-state higher-cost cities as determined from information published in the Runzheimer Meal-Lodging Cost Index, which is adopted by reference as if fully set forth herein, (TR-Appendix "A"). The Department of Administration shall periodically make available updated schedules reflecting most recent information for cities which warrant a meal rate in excess of the in-state meal expenses. If any employee is required to stay in a city not listed in the Runzheimer Meal-Lodging Cost Index, the in-state policy of \$30.00 per day shall apply. However, if actual expenses were in excess of the in-state meal allowance, a receipt must be provided along with a full explanation. Otherwise, the out-of-County meal expense shall apply except: (10/7/97)
- (a) Breakfast - provided the employee must leave home before 6:30 a.m.
  - (b) Lunch - provided the employee must leave his or her department before 10:30 a.m. and cannot return before 2:30 p.m.
  - (c) Dinner - provided the employee cannot return home before 6:30 p.m.(excluding dinner time).
- (4) Receipts for meals are not required except for any unusual amount in excess of the schedule, which must be accompanied by a receipt and a full explanation of the reasonableness of such expense. An unusual amount is a cost which is incurred outside the control of the individual (i.e., mandatory meal cost at a meeting or conference approved by the supervisor).
- (5) No reimbursement shall be made for the cost of alcoholic beverages.

TR-3.02-1 IN-COUNTY MEAL EXPENSE (Administrative Rule Adopted 3/21/89)  
County employees shall not be reimbursed for in-county meal expense when the employee, at his/her own discre-

tion, chooses to remain at work or to conduct county business. Normal work hours are from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m. (shift employees excluded). Normal meal time is defined as from 12:00 noon to 1:00 p.m. and 5:00 p.m. to 7:00 p.m.

It has been past practice for county employees to be reimbursed for meals claimed while waiting for an evening meeting to begin. Under this policy, such meals will no longer be allowable.

Situations in which meals are still allowable include:

- (1) Meetings at which a "guest of the county" is in attendance.
  - (a) If an employee is conducting county business which requires the attendance of a member of the county board, an appointed member of a county commission or board, or a person who is not a county employee, the meeting shall be considered to be non-discretionary, as these meetings are normally scheduled at the convenience of the "guest of the county". If such a meeting cannot be held during normal work hours, and the meeting interrupts the normal meal time, the meal shall be allowable. In this case, specific documentation must be included on the travel voucher explaining why the meeting was necessary and why it couldn't be scheduled during normal work hours. Also, the name of the individual or firm involved must be indicated on the travel voucher.
- (2) Urgent county business.
  - (a) In the situation where an urgent meeting is required between county employees and the meeting interrupts the normal meal time, the meal shall be allowable if it meets all of the following tests:
    1. The meeting is urgent in nature, requiring immediate attention by county officials.
    2. It was impossible to schedule the



meeting during normal work hours.

3. The meeting interrupted or was scheduled during the employee's normal meal time.

(b) Meals that are claimed under this "urgent county business" exception require specific documentation on the travel voucher explaining the nature of the business and why the meeting could not be scheduled during normal work hours.

#### **SECTION 4 OVERNIGHT ACCOMMODATIONS**

##### **TR-4.01-1 HOTEL AND MOTEL EXPENSES**

- (1) The choice of lodging shall be based on cost, with consideration given to accessibility in conducting business.
- (2) When traveling alone, an employee shall be reimbursed for a single hotel or motel room at a reasonable rate for the community.
- (3) If the lodging is shared, indicate the employee who shared the room.
- (4) All lodging expenses must be supported by the original, machine, printed receipts, which are furnished by most hotels and motels, or an original, handwritten receipt.
- (5) Expenses for lodging at homes of relatives or friends are not reimbursable.
- (6) When registering in hotels or motels or signing for any official purpose, County employees shall use their business address and identification and ask for County discounts.

#### **SECTION 5 MISCELLANEOUS EXPENSES AND DIRECT BILLING**

##### **TR-5.01-1 OTHER ALLOWABLE EXPENSES**

Itemize chargeable expenses not listed above, including luggage handling and checking, business telephone calls, and registration fees. Attach

receipts for registration fees.

TR-5.02-1 DIRECT BILLING FOR EXPENSES

- (1) In the event the County representative prefers to have the County billed for expenses, the following shall be considered allowable: airline tickets, conference registration fees, and lodging accommodations.
- (2) The County Board Chairman, County Executive, and County Clerk shall be the only individual holders of a credit card used to bill official business travel and other expenses due to extenuating circumstances.



# Kenosha County Expense Voucher

## Kenosha County Expense Statement

### INSTRUCTIONS

#### 1. General

- 1.1 Prepare and submit your own expense statement each month. Print or write legibly and make certain all applicable information is provided including the specific nature of business and the related expenditures.
- 1.2 Before signing your statement, make careful note of the certification you are making and double check to be sure computations are correct and that required documents are attached.
- 1.3 Your supervisor's approval (signature) is required where applicable.
- 1.4 Be sure to retain the yellow copy for your records.

#### 2. Receipts

- 2.1 Attach receipts for all meals on non-overnight trips.
- 2.2 Attach receipts for public transportation, parking, etc.

#### 3. Date

- 3.1 Indicate date expense was incurred.

#### 4. Nature of Business

- 4.1 Indicate briefly the specific type of county business for which expense was incurred.

#### 5. Itinerary

- 5.1 Indicate point of departure on county business (home, courthouse, etc.) under *From*.
- 5.2 Indicate point of destination under *To*.
- 5.3 Use Itinerary Code found at bottom of form.

#### 6. Time left and returned.

- 6.1 Indicate time you left on county business and time you returned to your point of origin only if entire time was on county business.

Name: \_\_\_\_\_

Amount: \_\_\_\_\_

Check No.: \_\_\_\_\_

Date: \_\_\_\_\_

THE WITHIN ACCOUNT HAS BEEN EXAMINED  
AND THE EXPENDITURE APPROVED

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_ COMMITTEE

Approved  
Audit Committee

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6.2 If entire time was not spent on county business, indicate only time spent on county business.

#### 7. Transportation

- 7.1 Indicate transportation code found on the bottom of the form.
- 7.2 If personal car was used, enter number of miles traveled.
- 7.3 In amount column enter either amount of miles traveled times the current rate per mile or the amount paid for public transportation.
- 7.4 Explain any mileage in excess of normal highway distance.

#### 8. Meals - Not overnight (attach receipt)

- 8.1 List meal expenses (including tips) incurred in any non-overnight county business.
- 8.2 The claim for meals should represent necessary expenses actually incurred.

#### 9. Other allowable expenses

- 9.1 Other expenses - enter code found at the bottom of the form.
- 9.2 If you use code 9 (other) enter a brief description in the column provided.
- 9.3 Enter amount of expense relating to each code in the amount column. If you use more than one code, USE A SEPARATE LINE FOR EACH.
- 9.4 Attach receipts where appropriate.

#### 10. Total for day

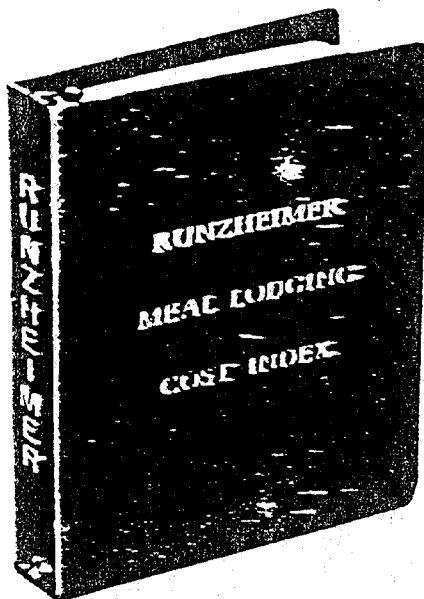
- 10.1 Total all required columns and enter in spaces provided.

#### 11. Submission of copies.

- 11.1 The white copy is to be submitted with your signature and that of your supervisor if appropriate. The yellow copy is to be retained for your records.

# Runzheimer

## MEAL-LODGING COST INDEX FOR CANADIAN AND U.S. CITIES



This authoritative, continuously updated, information service can save your company thousands of dollars every year in travel expenses!

# FACT SHEET

FOR ALL EXECUTIVES CONCERNED  
WITH TRAVEL EXPENSE ALLOWANCES

## RUNZHEIMER MEAL-LODGING COST INDEX NOW AVAILABLE FOR CANADA AND THE UNITED STATES

CANADA INDEX—25 CITIES  
UNITED STATES INDEX—100 CITIES

Hundreds of companies already rely on this prime source for the kind of accurate, money-saving data needed to accurately and fairly audit the reported expenses of all employees who travel on business. With the Runzheimer Index at your fingertips, you have the means to really control—not just police—travel expenses within your company. Not only can you tell at a glance when employees have been unnecessarily extravagant... you can actually prevent it from happening by establishing clear guidelines based on factual data.

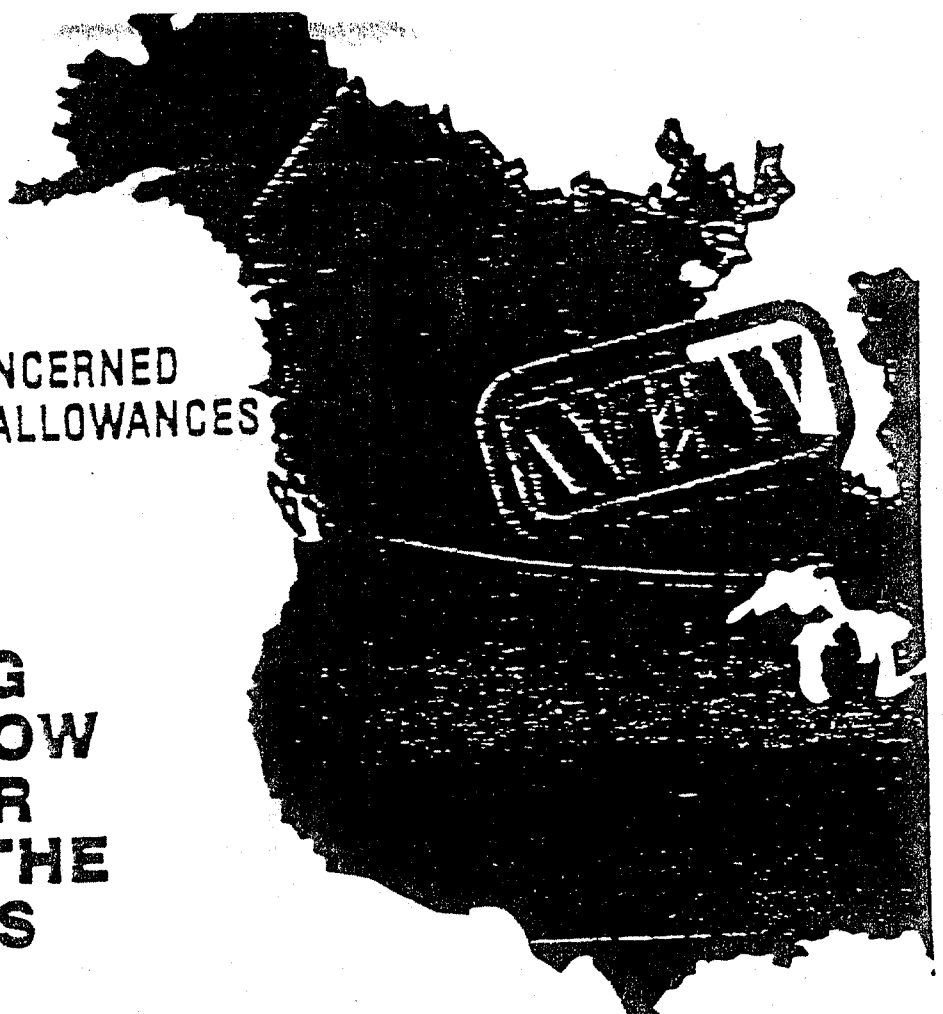
**THE RUNZHEIMER INDEX HAS 3 SEPARATE SUBSCRIPTION SERVICES AVAILABLE TO YOU:**

1. The **United States Index** contains 100 cities. You may elect to order 25 of the 100 cities updated each quarter, or
2. You may elect to have 50 of the 100 U.S. cities updated each quarter.
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Runzheimer and Company has specialized in the field of business travel and living expenses since 1933. Today, Runzheimer and Company is recognized as THE authority on business travel costs and policies. For other services available to your company, call and ask to speak with one of our Living Cost Consultants, area code 414-534-3121.

Index Manager





APRIL 1980	No. 21 ST. LOUIS MISSOURI																				
<b>RUNZHEIMER          MEAL-LODGING          COST INDEX</b>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">AVERAGE</th> <th style="text-align: center;">RANGE</th> </tr> </thead> <tbody> <tr> <td>LODGINGS, SINGLE</td> <td style="text-align: right;">\$ 39.00</td> <td style="text-align: center;">29.00 - 59.00</td> </tr> <tr> <td>          DOUBLE</td> <td style="text-align: right;">48.50</td> <td style="text-align: center;">38.00 - 69.00</td> </tr> </tbody> </table>			AVERAGE	RANGE	LODGINGS, SINGLE	\$ 39.00	29.00 - 59.00	DOUBLE	48.50	38.00 - 69.00											
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EVERY THREE MONTHS you receive revised and updated pages for either the U.S. or Canadian Indexes—which means you have an ongoing current listing for each city in the respective index.

LODGING PRICES are based on the average year-round cost. If needed, seasonal rate information may be obtained on request. As with meal costs, an upper and lower range of reported lodging prices is presented.

MEAL COSTS reflect average prices for first-class restaurants, including standard 15% tip and tax. Still further, the upper and lower range of reported prices for each meal gives you greater flexibility in applying these authoritative values to your travel expense program.

ALL 100 U.S. CITIES are first grouped into four population categories, with cities alphabetized within each grouping. And for further ease in reference and handling, cities are numbered sequentially 1 through 100.

ALL 25 SPECIAL CANADIAN CITIES are grouped by Province and dollar amounts are expressed in Canadian Dollars.

ADDITIONAL INFORMATION is supplied for taxi and limousine fares, and local car rental rates for the four major services.

APRIL 1980 ST. LOUIS MISSOURI																
<b>TRANSPORTATION          COSTS</b>																
<b>TAXICABS:</b>																
25¢ On Entering Cab 35¢ First 1/8 mile 30¢ Each Additional 1/8 mile 50¢ Each Additional Passenger																
<b>LIMOUSINE SERVICE TO AIRPORT:</b>																
DOWNTOWN TO LANBERT INTERNATIONAL AIRPORT \$5.00 30-45 MINUTES																
<b>CAR RENTALS:</b>																
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NATIONAL:	\$23/29¢	\$22/27¢														
<small>Gas Not Included. •.40 Per Mile Charge</small>																

# IF YOUR PEOPLE TRAVEL ON BUSINESS TO THESE CITIES OR NEARBY AREAS . . .

YOUR SUBSCRIPTION TO THE RUNZHEIMER MEAL-LODGING COST INDEX COULD PAY FOR ITSELF IN THE FIRST MONTH.

## UNITED STATES

Akron, OH  
Albany, GA  
Albany, NY  
Albuquerque, NM  
Amarillo, TX  
Anchorage, AK  
Asheville, NC  
Atlanta, GA  
Atlantic City, NJ  
Austin, TX  
Baltimore, MD  
Baton Rouge, LA  
Birmingham, AL  
Boise, ID  
Boston, MA  
Bridgeport, CT  
Buffalo, NY  
Burlington, VT  
Charleston, SC  
Charleston, WV  
Charlotte, NC  
Cheyenne, WY  
Chicago, IL  
Cincinnati, OH  
Cleveland, OH  
Columbus, OH  
Dallas, TX  
Dayton, OH  
Denver, CO  
Des Moines, IA  
Detroit, MI  
El Paso, TX  
Fort Wayne, IN  
Fresno, CA  
Great Falls, MT  
Harrisburg, PA  
Hartford, CT

Honolulu, HI  
Houston, TX  
Huntsville, AL  
Indianapolis, IN  
Jackson, MS  
Jacksonville, FL  
Kalamazoo, MI  
Kansas City, MO  
Las Vegas, NV  
Lexington, KY  
Little Rock, AR  
Los Angeles, CA  
Louisville, KY  
Madison, WI  
Manchester, NH  
Memphis, TN  
Miami, FL  
Milwaukee, WI  
Minneapolis, MN  
Nashville, TN  
Newark, NJ  
New Haven, CT  
New Orleans, LA  
New York, NY  
Norfolk, VA  
Oklahoma City, OK  
Omaha, NE  
Orlando, FL

Philadelphia, PA  
Pittsburgh, PA  
Pittsfield, MA  
Phoenix, AZ  
Portland, ME  
Portland, OR  
Providence, RI  
Raleigh, NC  
Richmond, VA  
Roanoke, VA  
Rochester, NY  
Rockford, IL  
Sacramento, CA  
St. Louis, MO  
Salt Lake City, UT  
San Antonio, TX  
San Diego, CA  
San Francisco, CA  
San Jose, CA  
Santa Barbara, CA  
Seattle, WA  
Sioux Falls, SD  
Spokane, WA  
Springfield, IL  
Springfield, MA  
Springfield, MO  
Syracuse, NY  
Tampa, FL

Toledo, OH  
Tucson, AZ  
Washington, DC  
Wichita, KS  
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York, PA

## CANADA

Calgary, AL  
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Fredericton, NB  
Moncton, NB  
Saint John, NB  
St. John's, NF  
Halifax, NS  
Hamilton, ON  
Kitchener, ON  
London, ON  
Oshawa, ON  
Ottawa-Hull, ON  
St. Catharines-Niagara, ON  
Thunder Bay, ON  
Toronto, ON  
Windsor, ON  
Charlottetown, PE  
Chicoutimi-Jonquiere, PQ  
Montreal, PQ  
Quebec, PQ  
Regina, SK  
Saskatoon, SK

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We'll gladly send you the complete RUNZHEIMER MEAL-LODGING INDEX for 14-days examination without risk. If you can't see where it will save you many times what it costs, just return it and you will owe nothing. Otherwise, keep the material and we will begin your subscription on a quarterly update basis. And, of course, you can say "Stop" any time thereafter.



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consultants to management for travel and living expenses



# CITIES INCLUDED IN THE RUNZHEIMER MEAL-LOGGING COST INDEX

## OVER ONE MILLION POPULATION

- |                              |                                 |
|------------------------------|---------------------------------|
| 1 — Atlanta, Georgia         | 14 — Miami, Florida             |
| 2 — Baltimore, Maryland      | 15 — Milwaukee, Wisconsin       |
| 3 — Boston, Massachusetts    | 16 — Minneapolis, Minnesota     |
| 4 — Buffalo, New York        | 17 — Newark, New Jersey         |
| 5 — Chicago, Illinois        | 18 — New York, New York         |
| 6 — Cincinnati, Ohio         | 19 — Philadelphia, Pennsylvania |
| 7 — Cleveland, Ohio          | 20 — Pittsburgh, Pennsylvania   |
| 8 — Dallas, Texas            | 21 — St. Louis, Missouri        |
| 9 — Denver, Colorado         | 22 — San Diego, California      |
| 10 — Detroit, Michigan       | 23 — San Francisco, California  |
| 11 — Houston, Texas          | 24 — Seattle, Washington        |
| 12 — Kansas City, Missouri   | 25 — Washington, D. C.          |
| 13 — Los Angeles, California |                                 |

## 500M-ONE MILLION

- |                              |                                 |
|------------------------------|---------------------------------|
| 26 — Akron, Ohio             | 41 — Oklahoma City, Oklahoma    |
| 27 — Albany, New York        | 42 — Omaha, Nebraska            |
| 28 — Birmingham, Alabama     | 43 — Phoenix, Arizona           |
| 29 — Bridgeport, Connecticut | 44 — Portland, Oregon           |
| 30 — Columbus, Ohio          | 45 — Providence, Rhode Island   |
| 31 — Dayton, Ohio            | 46 — Richmond, Virginia         |
| 32 — Hartford, Connecticut   | 47 — Rochester, New York        |
| 33 — Honolulu, Hawaii        | 48 — Sacramento, California     |
| 34 — Indianapolis, Indiana   | 49 — San Antonio, Texas         |
| 35 — Jacksonville, Florida   | 50 — San Jose, California       |
| 36 — Louisville, Kentucky    | 51 — Springfield, Massachusetts |
| 37 — Memphis, Tennessee      | 52 — Syracuse, New York         |
| 38 — New Haven, Connecticut  | 53 — Tampa, Florida             |
| 39 — New Orleans, Louisiana  | 54 — Worcester, Massachusetts   |
| 40 — Norfolk, Virginia       |                                 |

## 100M-500M

- |                                 |                                |
|---------------------------------|--------------------------------|
| 55 — Albuquerque, New Mexico    | 73 — Little Rock, Arkansas     |
| 56 — Amarillo, Texas            | 74 — Madison, Wisconsin        |
| 57 — Asheville, North Carolina  | 75 — Nashville, Tennessee      |
| 58 — Atlantic City, New Jersey  | 76 — Orlando, Florida          |
| 59 — Austin, Texas              | 77 — Pittsfield, Massachusetts |
| 60 — Baton Rouge, Louisiana     | 78 — Portland, Maine           |
| 61 — Charleston, South Carolina | 79 — Raleigh, North Carolina   |
| 62 — Charlotte, North Carolina  | 80 — Rockford, Illinois        |
| 63 — Des Moines, Iowa           | 81 — Salt Lake City, Utah      |
| 64 — El Paso, Texas             | 82 — Santa Barbara, California |
| 65 — Fort Wayne, Indiana        | 83 — Spokane, Washington       |
| 66 — Fresno, California         | 84 — Springfield, Illinois     |
| 67 — Harrisburg, Pennsylvania   | 85 — Springfield, Missouri     |
| 68 — Huntsville, Alabama        | 86 — Toledo, Ohio              |
| 69 — Jackson, Mississippi       | 87 — Tucson, Arizona           |
| 70 — Kalamazoo, Michigan        | 88 — Wichita, Kansas           |
| 71 — Las Vegas, Nevada          | 89 — Wilmington, Delaware      |
| 72 — Lexington, Kentucky        | 90 — York, Pennsylvania        |

## UNDER 100M

- |                                |                                 |
|--------------------------------|---------------------------------|
| 91 — Albany, Georgia           | 98 — Cheyenne, Wyoming          |
| 92 — Anchorage, Alaska         | 97 — Great Falls, Montana       |
| 93 — Boise, Idaho              | 98 — Manchester, New Hampshire  |
| 94 — Burlington, Vermont       | 99 — Roanoke, Virginia          |
| 95 — Charleston, West Virginia | 100 — Sioux Falls, South Dakota |

OCTOBER 1984

No. 1

ATLANTA

GEORGIA

## RUNZHEIMER MEAL - LODGING COST INDEX

	<u>AVERAGE</u>	<u>RANGE</u>
LODGINGS, SINGLE	\$ 74.50	\$53.50 - 93.00
DOUBLE	87.50	61.00 -110.00

MEALS,	BREAKFAST	\$ <u>7.20</u>	\$ 5.70 - 9.65
	LUNCH	<u>6.85</u>	4.70 - 11.25
	SUPPER	<u>17.70</u>	14.00 - 22.70
3 MEAL TOTAL		\$ 31.75	

TOTAL PER DIEM (FOR SINGLE LODGING & THREE MEALS) \$106.25

OCTOBER 1984  
ATLANTA GEORGIA

## TRANSPORTATION COSTS

### TAXICABS:

\$2.00 - First Mile  
1.00 - Each Additional Mile

### LIMOUSINE SERVICE TO AIRPORT:

Downtown to Wm. B. Hartsfield International Airport  
\$5.25-7.00 - 30-45 Minutes

### CAR RENTALS:

	<u>INTERMEDIATE</u> <u>PER DAY/PER MILE</u>	<u>COMPACT</u> <u>PER DAY/PER MILE</u>
AVIS:	\$44/*	\$38/*
BUDGET:	\$43/*	\$39/*
HERTZ:	\$46/*	\$42/*
NATIONAL:	\$46/*	\$42/*

Gas Not Included      \*Unlimited Mileage