



Appendices

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Appendix A

Glossary

AA (Assessment Administrator)

Westat field staff member hired and trained to administer the assessment and to assist the assessment coordinator with other NAEP activities in the school.

AC (Assessment Coordinator)

Westat field staff member hired and trained to oversee all NAEP activities in the school.

Accommodations

Alterations in the administration of standardized assessments such as NAEP that are provided to certain students with disabilities (SD) and/or limited English proficiency (LEP), as specified in the student's individualized education plan (IEP).

Administration Code

Code entered on the Administration Schedule for each selected student. This code is linked to the students and demographic data, and used to produce student participation reports.

Administration Schedule

The central document used to list the students in a given school selected to participate in NAEP.

AIR (American Institutes for Research)

Contractor responsible for the development of NAEP background questionnaires.

Assessment Booklets

Developed to assess the selected students in grades 4, 8, and 12 in various subject areas specified by the three studies for 2005: operational, pilot, and science bridge.

Assessment Information Form

Form used and completed by the AC to communicate specific information to an AA about an assignment.

Assessment Session

The period of time during which test booklets are administered to students.

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Bundle Slip

Form packaged with each bundle of test booklets listing session information and the first three digits of the booklet ID numbers contained in the bundle.

Demonstration Booklet

Contains NAEP 2005 background questionnaires accompanied by explanations, rationales, and sample assessment items.

E-File Summary Report

A report that summarizes the online data checks of student lists that were E-Filed and the status of these checks. The purpose of the report is to address, and possibly resolve, with the school coordinator during the preassessment visit issues with the student lists.

ETS (Educational Testing Service)

Contractor responsible for the design, analysis, and reporting of NAEP data.

Economics Department Chair Questionnaire

NAEP grade 12 questionnaire that collects information about the department chair's background, instructional practices, and the department's staff.

Field Manager

Westat field staff member hired to coordinate all NAEP field activities with the State Departments of Education and the Westat home office staff.

GMRI (Government Micro Resources, Inc.)

Contractor responsible for the NAEP web operations and web maintenance.

Human Resources Research Organization (HumRRO)

Contacter responsible to conduct independent quality assurance activities throughout the NAEP assessment cycle.

IEP (Individualized Education Plan)

Generally, each public school student who receives special education and related services should have an IEP. The IEP includes any accommodations needed in order for the student to participate in standardized tests such as NAEP.

Inclusion of Limited-English-Proficient Students in NAEP

Document used in conjunction with LEP Questionnaire to make decisions about the inclusion of LEP students in the NAEP assessment. It consists of the Criteria for Inclusion, Decision Tree, and List of Frequently Provided Accommodations.

Inclusion of Students with Disabilities in NAEP

Document used in conjunction with SD Questionnaire to make decisions about the inclusion of SD students in the NAEP assessment. It consists of the Criteria for Inclusion, Decision Tree, and List of Frequently Provided Accommodations.

LEP (Limited English Proficiency)

A term used to describe students who are in the process of acquiring English language skills and knowledge. Some schools refer to these students using the term English language learners, or ELL.

LEP Questionnaire

NAEP questionnaire completed for each selected student identified as LEP by the school staff member most knowledgeable about the student.

Log of Schools

Contains a complete listing of all schools within an area in ID number order. Its purpose is to aid in scheduling activities and keeping accurate records during the assessment period.

MySchool

The website that provides participating schools and districts with a convenient way to access details about the NAEP assessment.

NAEP (National Assessment of Educational Progress)

NAEP is a continuing national survey of the knowledge and skills of American students in major learning areas taught in school. It is often called the Nation's Report Card.

NAEP Code of Ethics

The Code of Ethics is a set of principles that NAEP expects all staff members to follow. The Code defines principles that are the foundation for fair and accurate test administration and data collection.

NAEP School ID Number

Unique ID number for each participating school used on all NAEP materials.

NAEP State Coordinator

Staff member at the State Department of Education who works with the Westat field manager to coordinate all NAEP activities in the state.

NAEP Storage Envelope

Used by the school to hold the NAEP material needed by the NAEP team on assessment day and for storage of the material at the school following the assessment.

NAGB (National Assessment Governing Board)

Independent organization, appointed by the U.S. Secretary of Education, that develops the content "frameworks" or test blueprints.

NCES (National Center for Education Statistics)

NAEP is directed by NCES of the U.S. Department of Education.

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New Enrollee Listing Form

Used to list students who have enrolled at the school since the original list of eligible students was sent to NAEP and students who were inadvertently left off the original list.

NSLP (National School Lunch Program)

A federally assisted meal program that provides low-cost or free lunches to eligible students.

Operational Assessment

Conducted in 90 percent of all schools, the operational assessment consists of State and National NAEP and is the only study that will produce reports. The primary subjects for State NAEP are reading, mathematics, and science at grades 4 and 8. National assessments include subjects in reading, mathematics, and science at grades 4, 8, and 12. A subset of students who are given the science booklet will be asked to complete a hands-on science task.

Pearson (Pearson Educational Measurement)

Contractor responsible for NAEP materials distribution and processing and for scoring the student responses to the test questions. Formerly known as NCS Pearson.

Pilot Test

The purpose is to test new items and procedures in preparation for the 2006 assessment. Pilot tests subjects include reading, mathematics, civics, economics, and U.S. history.

Preassessment Packet

Contains important information, instructions, and materials the school coordinators need to prepare for the preassessment visit and the assessment process.

Quality Control Booklet

The only document that tracks work with the school throughout the entire process of planning and supervising assessment activities. The Quality Control Booklet is organized into three parts. Part 1 is the Preassessment Contact Log. Part 2 is the Assessment Quality Control Log. Part 3 is the School Coordinator Debriefing Interview.

Roster (Roster of Questionnaires)

Form used to keep track of the NAEP questionnaires distributed to school staff members.

Sample

A portion of a population, or a subset from a set of units, that is selected by some probability mechanism for the purpose of investigating the properties of the population. NAEP does not assess an entire population of schools or students, but rather selects a representative sample from the population to participate in the assessment.

Sample Parent Notification Letter

Explains the assessment and its importance to parents of students selected for the assessment. May be modified to satisfy No Child Left Behind notification requirement and any parental notification requirements of the district and school.

School Control System (SCS)

Used to enter the cooperation status of schools and dioceses, the agreed upon assessment date, name and address updates, information about refusals, and shipment tracking status.

School Coordinator

The principal or other school staff member assigned to coordinate all NAEP activities at the school.

School Folder

Contains all of the official recordkeeping documents and information relating to conducting the school assessment.

School Questionnaire

NAEP questionnaire completed for the school by the principal or other official. It is used to gather information concerning school administration, staffing patterns, curriculum, and student services.

Science Bridge

A study to evaluate what—if any—effects result from rearranging the order of the sections and timing of the booklets from those used in past science assessments to that used in NAEP 2005. The science bridge study for 2005 will be conducted at grades 4, 8, and 12.

SD (Student with a Disability)

A student with a disability needs specially designed instruction to meet his/her learning goals. A student with a disability will usually have an IEP, which guides his/her special education instruction. Students with disabilities are often referred to as special education students and may be classified by the school as learning disabled (LD) or emotionally disturbed (ED).

SD Questionnaire

NAEP questionnaire completed for each selected student identified as SD by the school staff member most knowledgeable about the student.

Session Debriefing Form

Form used by AAs to document certain details about a session.

Session Number

The Session Number consists of two letters and four numbers. The two letters indicate the session type and subject(s) that are to be assessed. The first two numbers indicate the grade level of the assessment and the last two numbers uniquely identifies the session from the other sessions that may be conducted at the school.

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Session Scripts

Scripts and instructions used by AAs to conduct all NAEP assessments in a uniform manner.

Statistical Validity

For NAEP, when the analyses and reports from the assessment data precisely reflect student achievement across the Nation.

Student Data System (SDS)

Program used to sample the students to be assessed.

Summary of Activities

A document that provides an overview of NAEP. It is included in the recruitment materials sent to selected schools.

Supervisor

Westat field staff member hired to manage assessment teams, to select the samples of students to be assessed, and to send NAEP materials to the participating schools.

Teacher Questionnaire

NAEP questionnaire completed by teachers of students in the selected subject and grade to be assessed. It is used to gather information concerning years of teaching experience, frequency of assignments, use of teaching materials, and availability and use of computers.

Title I

A federally funded assistance program for economically and educationally disadvantaged students.

Westat

Contractor responsible for NAEP sampling, data collection, and quality control monitoring activities.

B

Appendix B

Travel Guide for AAs

Introduction

The purpose of this Travel Guide is to set forth procedures and policies to guide Westat fieldworkers when they are on travel status. Being on travel status requires spending 1 or more nights away from home. All personnel required to travel have an obligation to ensure that the arrangements made are as efficient and as economical as possible. Our travel practices must reflect both the highest professional standards and our obligation to stay within our contract budget.

Approval of Travel Arrangements

All travel arrangements must be approved by your supervisor, whether it involves a 1-night stay at a nearby town or a longer trip. If for any reason an approved trip needs to be changed (i.e., shortened or extended), advance approval must be obtained. Advance planning will ensure that your needs and the needs of the project are both considered. Expenses incurred will not be reimbursed if travel was not approved by your supervisor.

Using the Westat Travel Office to Make Reservations

We have made arrangements with the Westat Travel Office to handle your travel reservations. It is expected that you and your supervisor will do the advance planning for each of your trips; however, the Westat Travel Office will make and pay for **all** airline reservations and rental car reservations. The Westat Travel Office can also make hotel arrangements, although you may make your own if you are familiar with hotels at your destination. To use the Westat Travel Office to make your travel arrangements, you should observe the following rules:

- Call between 9:00 a.m. and 5:30 p.m. Eastern Time, Monday through Friday.
- Call 800-544-7755, the number for the Westat Travel Office located in the Rockville office.
- If it is necessary to call after hours and it is **not** an emergency, please call the regular number listed above and leave a message on the voice mail. **Only in an emergency** should you call 800-685-6342, which is the Omega Travel Agency 24-hour number. There is an additional fee charged for each of these calls and any travel arrangements made during these calls.
- Ensure that the NAEP project number is used for all travel charges and on the Trip Expense Report (TER).

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Air Travel

After your airline reservations are made by the Westat Travel Office, tickets will be sent to you by FedEx, or be prepaid and made available for you at the airline ticket counter of your departing airport, or be an electronic ticket. Whenever possible, make your reservations at least 2 weeks in advance in order to get the most economical rate. If prepaid tickets have been arranged, you should contact the airline to confirm that the tickets are there and find out when you must pick them up. The tickets will be held under your name at the ticket counter, and you will have to present one form of identification and sign for the ticket. Note that prepaid tickets cost an additional \$50 or more and should be used only when there is no way to receive a FedEx shipment or if electronic ticketing is unavailable.

Electronic or prepaid tickets also can be arranged in a few hours should travel plans change quickly or if unexpected travel requirements arise. The procedure will be identical to that set forth above except that some of the confirmation steps may not be possible.

Per Diem Rates

Westat uses the government per diem rate method for calculating costs for meals, incidentals, and lodging while on travel status. The General Services Administration (GSA) publishes information regarding per diem rates throughout the Continental United States (CONUS) and outside the Continental United States (OCONUS) – Alaska, Hawaii, Puerto Rico, and overseas nations (Foreign). A copy GSA's Domestic Maximum Per Diem Rate Chart for Continental United States can be found at www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html and on pages B.10-B.32.

The domestic rates chart lists cities and counties throughout the continental United States, whether the locale has seasonal rates with the date ranges; the lodging rate; the meals and incidentals rate; and the total per diem reimbursement amount allowed. The standard rate applies to all locations (city or county) not specifically listed in the chart.

The foreign per diem rate chart (OCONUS, which includes Alaska, Hawaii, and Puerto Rico) are links off of the domestic chart. These rates may be updated monthly. You will need to go online to get the most current rates.

Lodging

You should arrange your hotel accommodations through the Westat Travel Office when you are unfamiliar with your destination city. When you travel to a city you are familiar with, you have the option of making your own hotel reservations.

If you are arranging your own lodging, the cost of a hotel room in most locations should be no greater than \$60 per night, excluding room tax. In certain government-designated high-cost cities the rates are higher. The 2005 per diem rates are provided on pages B.10-B.32. If you are unable to find a satisfactory room within these approved limits, please contact your supervisor. If a special exception is made, you must attach a note to your TER explaining the circumstances.

Whether you or the Westat Travel Office make the reservations, always make an effort to obtain government lodging rates. If you plan to travel for NAEP, you should request a government rate letter from your supervisor. If the hotel offers government rates, show the hotel staff the letter if there is any question about obtaining these rates. You may also be able to negotiate a special rate when you will be staying in one hotel for several days.

If rooms are not booked through the Westat Travel Office, a personal credit card should be used to guarantee late arrival. The Westat Travel Office will use its Diner's Club account number to guarantee late arrival for rooms it books. **However, hotel rooms can never be charged to this Diner's Club number. It is strictly for guaranteeing your reservation.**

Hotel bills should be paid with cash or a personal credit card and itemized on a TER. You will be required to pay the hotel room and tax charges out of money advanced to you or out of your own money. You will need to submit receipts for reimbursement. You will be reimbursed for the **actual** cost of lodgings, which is not to exceed the approved limit. Some hotel chains, such as LaQuinta, allow direct billing to Westat. Do not assume that a hotel will bill Westat. The Westat Travel Office can tell you if we have such an arrangement when you call for reservations.

If your travel plans should change unexpectedly, it is your responsibility to call the hotel and cancel the reservation **before** the cut-off time on the day you are scheduled to arrive. Westat will not pay the charges for a room reservation that is not canceled in time. Be sure to request a cancellation number and keep it for your records.

Meal Allowance and Incidentals

The project will not pay for meals **unless** you are on travel status. You will receive a meal allowance (this includes all incidentals, e.g., telephone, laundry, tips, etc.) for each full (24 hours) day you are **on travel status**, that is, staying overnight away from home. This amount **includes** tips and all other expenses associated with your meals. If you are traveling for a period of less than 1 full day at the beginning or end of an overnight trip, your meal allowances will be based on the following schedule: breakfast, \$6; lunch, \$6; dinner, \$16. In government-designated high-cost cities, the meal allowance is higher, as shown below.

Per Diem Level	Standard	2	3	4	5	6
Breakfast	\$6	\$7	\$8	\$9	\$9	\$10
Lunch	\$6	\$7	\$8	\$9	\$11	\$12
Dinner	\$16	\$18	\$20	\$22	\$24	\$26
Incidentals	\$3	\$3	\$3	\$3	\$3	\$3
Total Per Diem	\$31	\$35	\$39	\$43	\$47	\$51

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Note: Incidentals apply only to full travel status and can only be included if you leave before 6:00 a.m. and return by 9:00 p.m.

When completing your TER, you should simply indicate \$31 for each full 24-hour day on travel status (or greater for the government-designated high-cost cities). For increments of less than a full day as part of an overnight trip, you may charge the individual amounts of the meal allowance for each meal eaten while you were out of town. Charges are allowable as follows:

- If you begin your out-of-town trip before 6:00 a.m. or return to your local area after 9:00 a.m., you may charge for breakfast;
- If you begin out-of-area travel before 11:00 a.m. or return to your local area after 1:00 p.m., you may charge for lunch; and
- If you begin travel before 5:00 p.m. or return home after 9:00 p.m., you may charge for dinner.

Under this plan, you will **not** be expected to submit receipts for the cost of your meals.

Personal Automobile

The use of a personal automobile for inter-city travel or for travel to and from airports is authorized if the total cost including parking is less than the cost of taxis or buses and air transportation.

For business use of a personal automobile, Westat will pay the IRS business mileage allowance which is subject to change. Currently, the allowance is 37.5 cents per mile. As long as a personal automobile is being used, you will need to maintain insurance to cover comprehensive automobile liability. The limits for bodily injuries and property damage should not be less than \$100,000 in total. Other authorized expenses such as toll charges and parking will be reimbursed. No reimbursement will be made for gasoline, traffic tickets, car repairs, car upkeep, or towing.

Receipts must be attached to the TER for all expenses associated with inter-city travel. Once you have arrived at your destination and begun working, the costs (e.g., mileage, parking, tolls, etc.) associated with the use of a personal automobile should be entered on your Time and Expense Report, along with the hours you have worked, as described in Chapter 5.

Use of Taxis

Westat will give reimbursement for taxi fare only for special situations approved by your supervisor. Before a taxi is used, you should inquire about the availability of adequate bus or limousine service. Note that many hotels provide free airport limousine service, which should be used whenever possible. Also, the hotel can familiarize you with any local bus transportation that may be available. Receipts for taxis must be attached to your TER.

Car Rentals

Generally, car rentals will be used when you are required to fly to an assignment. Car rentals will be used only with prior approval from your supervisor. Before making arrangements for a car rental, the supervisor will ensure that it will be less expensive than taxis or public transportation.

The supervisor may approve reservations for a car or direct you to contact Westat's travel agent to reserve a car. Car rentals will be charged directly to the project. When reserving a car, you are required to request a compact size vehicle. If you have reserved a compact and one is not available, a larger car should be provided at no additional cost. You will be required to identify yourself with a driver's license. In signing up for the car rental, you should **refuse all insurance**, as Westat has a policy to cover rental cars.

To avoid excessive fuel charges, when you drop off the car be sure the tank is full. Westat will not pay additional charges for fuel to the rental car agency. However, you will be reimbursed for regular fuel charges during the use of the rental car, with a receipt.

When you return the car, follow whatever procedure is necessary so that you obtain a receipt.

Do not use a drop-off procedure that gives you no documentation that the car is returned. Verify that the rate you were promised is the rate you were charged.

Supporting Receipts

Your expense reports must contain supporting receipts for all expenditures except for meal allowances or items such as tips or local bus service where receipts are not normally provided. If a receipt is not available or if it is lost, a note of explanation must be provided with your TER and approved by the supervisor. Use the Trip Expense Receipts on page B.7.

General Guidelines for Reporting Expenses on a Westat TER

Overnight travel costs must be submitted on a Westat TER (see the example shown on page B.9). Complete one form for each trip lasting 7 days or less; if the trip lasts longer than 7 days, use additional forms. A trip begins when you leave home and ends when you return to your home. It may involve several destinations and several overnight stays in different cities, or it may involve a single overnight trip to one city.

In the top left section of the TER, record your WINS number, name, address, and purpose of the trip.

In the top right section of the form, record when you leave your residence and when you return, along with the project number, project name, and destination city and state. Next to city, write the name of the county in parenthesis. If you travel to more than one county on the trip, indicate the county you slept in below the column for each day of the week. You must also sign and date the TER in the spaces provided.

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Record your expenses in the middle section of the TER. Record the day of the week and the month, day, and year across the top of this section. Then record each expense in the appropriate row for the type of expense and in the appropriate column for the day it was incurred. The categories for these out-of-town expenses include meals and incidentals, lodging, airfare, auto rental, mileage, ground transportation, telephone (for business purposes only), and other expenses (specify).

Remember the following as you complete your TER:

- Record the meal and incidental allowance. For each full day (24 hours) on travel, simply record "\$31" (or the appropriate amount for your destination) for meals (see the example shown on page B.9);
- You will not need to provide receipts for meals;
- Attach receipts for any lodging, airfare, auto rental, etc., whether you paid or it was billed directly;
- You cannot charge mileage if Westat provides you with a rental car; and
- All expenses must meet Westat travel guidelines and be approved by your supervisor.

For each item being billed directly to Westat, record "Direct Bill" on the appropriate line; do not enter the amount of the bill. However, please **attach receipts** you may have for these items (e.g., airline ticket stubs, customer copy of a car rental agreement, and receipt for a hotel room) or use the blank expense receipts shown on the next page. If you are missing such receipts, please attach a note covering the pertinent information on your arrangements (e.g., name and address of hotel, air carrier and flight number, date, car rental agency, and city where the car was rented).

After recording all of your expenses, total the expenses for each row and column. Then, calculate the grand total and enter it in the bottom right section of the grid. Your TER should be sent to your supervisor within a few days after the completion of your trip and, whenever possible, by the end of the field work week.

Travel Advances

If you request one, you will receive a travel advance to pay for allowable expenses incurred while traveling on Westat business. You must account for the full amount of your travel advance through use of a TER and supporting receipts. Westat's accounting department will use the TER to deduct allowable expenses from your travel advance. Reimbursable expenses in excess of the travel advance will be repaid to you by an expense check. If you owe an equal or greater amount from a previous travel advance, no expense check will be issued. Upon completion of your assignment, any excess funds must be returned to Westat in the form of either a check or money order, unless otherwise authorized by your supervisor.

In planning your trips with the supervisor, you should agree on the amount of travel advance required. This should take into account your itinerary and the extent to which lodging and other charges are to be billed directly to Westat. Travel advances should be requested of the supervisor well in advance. Our policy is to provide adequate travel advances and to reimburse you for approved charges within approximately 2 weeks of receipt of your TER.

Trip Expense Receipt (please print clearly)

Name: _____ Today's Date _____

Amount: \$ _____ For: _____

Location/City, State: _____

Date(s) of Expense: _____ Signature: _____

✂ -----

Trip Expense Receipt (please print clearly)

Name: _____ Today's Date _____

Amount: \$ _____ For: _____

Location/City, State: _____

Date(s) of Expense: _____ Signature: _____

✂ -----

Name: _____ Today's Date _____

Amount: \$ _____ For: _____

Location/City, State: _____

Date(s) of Expense: _____ Signature: _____

✂ -----

Trip Expense Receipt (please print clearly)

Name: _____ Today's Date _____

Amount: \$ _____ For: _____

Location/City, State: _____

Date(s) of Expense: _____ Signature: _____

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Special Exceptions

Staying with Family or Friends

Occasionally, you may prefer to stay with family or friends in your destination city. If you choose not to stay in the hotel accommodations offered to you, you may charge \$25 per night that you stay with family or friends. Often this allowance is used to buy groceries or take your hosts to dinner. Record the \$25 in the **Lodging** row of the TER. Please ask your host to sign a receipt for the amount you will charge on your TER. The \$25 per night cannot be paid without a receipt. When staying with family or friends, you should continue to charge your daily per diem for meals and incidentals. Please be sure that your location is convenient to the sampled school site and that your supervisor knows how to contact you.

1-Day Trips

There are times when you may be on “travel status,” but not away from home overnight. This happens when the destination city is 2 or more hours from home and you would prefer to return home rather than stay overnight. In such cases, you would complete a TER to record airfares, mileage, or rental car information. You would also charge for breakfast if you left home before 6:00 a.m. and dinner if you returned after 9:00 p.m. In these cases, a receipt should be provided. Lunch is not charged when an overnight stay is not involved. If you have questions about any of the special exceptions, please call your supervisor.

Personal Belongings

Finally, anyone who travels should be careful about bringing valuable or cherished personal belongings with them. Westat has no liability if personal belongings are stolen or lost and cannot guarantee restitution. Please check the limits of your homeowners and automobile insurance policies in the event personal belongings are stolen from your hotel room or automobile.

TRIP EXPENSE REPORT – FIELD

Complete for **EMPLOYEE PAID EXPENSES** for out of town trips **ONLY**.

WINS #: W | 1 | 2 | 3 - 4 | 5 | 6 | 7 Leave Residence/Office at 8 a.m. (p.m.) on 2/9/05 (Date)

Name: Brown (Last) Mary (First) A (MI) Return Residence/Office at 4 a.m. (p.m.) on 2/11/05 (Date)

Address: Bolivar, OH Project Number 77070515206 Project Name NAEP

Purpose of Trip: School Assessment Destination: City Canton (Stark) State OH

Employee's Signature: Mary Brown Date 2/11/05

Approver's Signature: _____ Date _____

Day of Week MM/DD/YY	Weds. 2/9/05	Thurs. 2/10/05	Fri. 2/11/05	DAY	DAY	DAY	DAY	TOTAL
Meals & Incidentals Per Diem		31.00	12.00					\$ 43.00 (DMeals)
Employee Paid Lodging	60.00	60.00						\$ 120.00 (DLodg.)
Employee Paid Airfare								\$ (DAir)
Employee Paid Auto Rental								\$ (DAuto)
Mileage Allowance: (.38 miles @ .375 per mile)	3.75	6.75	3.75					\$ 14.25 (DMiles)
Ground Transportation (i.e., taxi, metro, bus)								\$ (DGnd)
Telephone - Business								\$ (DPhone)
Other: (Specify)								\$ (DOther)
Total Claimed	63.75	97.75	15.75					\$ 177.25

FOR OFFICE USE ONLY

Outstanding Advance: _____

Reimbursement Amount: _____

Charge Code: _____

Amount: _____

Amount: _____

COPIES: WHITE: A/P BLUE: HOME OFFICE YELLOW: SUPERVISOR PINK: EMPLOYEE



FY2005 Domestic Per Diem Rates – Effective October 1, 2004						
State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
	Standard CONUS Rate applies to all destinations not specifically listed			\$60	\$31	\$91
AL	Birmingham	Jefferson and Shelby		\$77	\$43	\$120
AL	Gulf Shores	Baldwin	(June 1-August 31)	\$94	\$39	\$133
AL	Gulf Shores	Baldwin	(September 1-February 28)	\$60	\$39	\$99
AL	Gulf Shores	Baldwin	(March 1-May 31)	\$76	\$39	\$115
AL	Huntsville	Madison and Limestone		\$65	\$39	\$104
AL	Montgomery	Montgomery		\$65	\$43	\$108
AL	Tuscaloosa	Tuscaloosa		\$64	\$35	\$99
AR	Hot Springs	Garland		\$66	\$35	\$101
AR	Little Rock	Pulaski		\$71	\$39	\$110
AZ	Flagstaff/Kayenta	All points in Coconino County not covered under Grand Canyon per diem area; Navajo	(May 1-August 31)	\$73	\$39	\$112
AZ	Flagstaff/Kayenta	All points in Coconino County not covered under Grand Canyon per diem area; Navajo	(September 1-April 30)	\$60	\$39	\$99
AZ	Grand Canyon	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County	(April 1-October 31)	\$85	\$47	\$132
AZ	Grand Canyon	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County	(November 1-March 31)	\$60	\$47	\$107
AZ	Phoenix/Scottsdale	Maricopa	(January 1-May 31)	\$121	\$47	\$168
AZ	Phoenix/Scottsdale	Maricopa	(June 1-September 30)	\$75	\$47	\$122
AZ	Phoenix/Scottsdale	Maricopa	(October 1-December 31)	\$103	\$47	\$150
AZ	Sedona	All points in Coconino County not covered under Flagstaff and Grand Canyon, Yavapai		\$104	\$31	\$135
AZ	Tucson	Pima	(January 1-April 30)	\$105	\$43	\$148
AZ	Tucson	Pima	(May 1-December 31)	\$76	\$43	\$119
AZ	Yuma	Yuma		\$63	\$39	\$102

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
CA	Antioch/Brentwood/Concord/Lafayette/Martinez/Pleasant Hill/Richmond/San Ramon/Walnut Creek	Contra Costa		\$99	\$47	\$146
CA	Bakersfield/Delano	Kern, Naval Weapons Center and Ordnance Test Station, China Lake		\$67	\$43	\$110
CA	Barstow/Ontario/Victorville	San Bernardino		\$82	\$43	\$125
CA	Benicia/Dixon/Fairfield/Vacaville/Vallejo	Solano		\$104	\$47	\$151
CA	Brawley/Calexico/El Centro/Imperial	Imperial		\$64	\$31	\$95
CA	Clearlake	Lake		\$69	\$35	\$104
CA	Death Valley	Inyo		\$71	\$47	\$118
CA	Fresno	Fresno		\$70	\$35	\$105
CA	Los Angeles	Los Angeles, Orange and Ventura; Edwards AFB (see Santa Monica)		\$100	\$51	\$151
CA	Mammoth Lakes	Mono		\$71	\$47	\$118
CA	Mill Valley/San Rafael/Novato	Marin		\$107	\$47	\$154
CA	Modesto	Stanislaus		\$78	\$39	\$117
CA	Monterey	Monterey	(February 1-November 30)	\$132	\$47	\$179
CA	Monterey	Monterey	(December 1-January 31)	\$106	\$47	\$153
CA	Napa	Napa	(May 1-October 31)	\$143	\$47	\$190
CA	Napa	Napa	(November 1-April 30)	\$115	\$47	\$162
CA	Oakhurst	Madera		\$76	\$43	\$119
CA	Oakland	Alameda		\$100	\$43	\$143
CA	Palm Springs	Riverside	(January 1-May 31)	\$140	\$47	\$187
CA	Palm Springs	Riverside	(June 1-August 31)	\$86	\$47	\$133
CA	Palm Springs	Riverside	(September 1-December 31)	\$104	\$47	\$151
CA	Point Arena/Gualala	Mendocino		\$65	\$43	\$108
CA	Redding	Shasta		\$76	\$35	\$111

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)						
State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
CA	Sacramento	Sacramento		\$91	\$47	\$138
CA	San Diego	San Diego		\$129	\$51	\$180
CA	San Francisco	San Francisco		\$126	\$51	\$177
CA	San Luis Obispo	San Luis Obispo		\$103	\$43	\$146
CA	San Mateo/Foster City/Belmont	San Mateo		\$95	\$47	\$142
CA	Santa Barbara	Santa Barbara		\$143	\$43	\$186
CA	Santa Cruz	Santa Cruz	(July 1-August 31)	\$100	\$47	\$147
CA	Santa Cruz	Santa Cruz	(September 1-June 30)	\$74	\$47	\$121
CA	Santa Monica	City limits of Santa Monica		\$151	\$43	\$194
CA	Santa Rosa	Sonoma		\$104	\$47	\$151
CA	South Lake Tahoe	El Dorado	(December 1-August 31)	\$136	\$47	\$183
CA	South Lake Tahoe	El Dorado	(September 1-November 30)	\$113	\$47	\$160
CA	Stockton	San Joaquin		\$77	\$31	\$108
CA	Sunnyvale/Palo Alto/San Jose	Santa Clara		\$111	\$51	\$162
CA	Tahoe City	Placer		\$97	\$47	\$144
CA	Truckee	Nevada		\$87	\$47	\$134
CA	Visalia/Lemoore	Tulare and Kings		\$66	\$43	\$109
CA	West Sacramento	Yolo		\$97	\$35	\$132
CA	Yosemite National Park	Mariposa		\$81	\$47	\$128
CO	Aurora	City limits of Aurora		\$69	\$31	\$100
CO	Aspen	Pitkin	(December 1-March 31)	\$194	\$47	\$241
CO	Aspen	Pitkin	(April 1-November 30)	\$138	\$47	\$185
CO	Boulder/Broomfield	Boulder and Broomfield		\$87	\$47	\$134
CO	Colorado Springs	El Paso	(May 1-October 31)	\$104	\$43	\$147
CO	Colorado Springs	El Paso	(November 1-April 30)	\$73	\$43	\$116
CO	Cortez	Montezuma		\$65	\$35	\$100
CO	Crested Butte	City limits of Crested Butte (Gunnison County)	(December 1-March 31)	\$146	\$47	\$193
CO	Crested Butte	City limits of Crested Butte (Gunnison County)	(April 1-September 30)	\$107	\$47	\$154

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
CO	Crested Butte	City limits of Crested Butte (Gunnison County)	(October 1-November 30)	\$98	\$47	\$145
CO	Denver	Denver, Adams, Arapahoe and Jefferson, that portion of Westminster located in Jefferson County, and Lone Tree in Douglas County		\$112	\$47	\$159
CO	Durango	La Plata	(June 1-September 30)	\$99	\$43	\$142
CO	Durango	La Plata	(October 1-May 31)	\$77	\$43	\$120
CO	Fort Collins	Larimer (except Loveland)		\$74	\$39	\$113
CO	Glenwood Springs	Garfield	(June 1-August 31)	\$78	\$35	\$113
CO	Glenwood Springs	Garfield	(September 1-May 31)	\$61	\$35	\$96
CO	Grand Junction	Mesa		\$66	\$35	\$101
CO	Gunnison	Gunnison (except Crested Butte)	(June 1-August 31)	\$86	\$39	\$125
CO	Gunnison	Gunnison (except Crested Butte)	(September 1-May 31)	\$67	\$39	\$106
CO	Lakewood	Jefferson		\$68	\$39	\$107
CO	Loveland	City limits of Loveland	(July 1-August 31)	\$76	\$35	\$111
CO	Loveland	City limits of Loveland	(September 1-June 30)	\$61	\$35	\$96
CO	Montrose	Montrose	(May 1-September 30)	\$74	\$39	\$113
CO	Montrose	Montrose	(October 1-April 30)	\$60	\$39	\$99
CO	Pueblo	Pueblo	(June 1-August 31)	\$66	\$39	\$105
CO	Pueblo	Pueblo	(September 1-May 31)	\$60	\$39	\$99
CO	Silverthorne/ Breckenridge	Summit	(December 1-March 31)	\$154	\$43	\$197
CO	Silverthorne/ Breckenridge	Summit	(April 1-November 30)	\$121	\$43	\$164
CO	Steamboat Springs	Routt		\$105	\$43	\$148
CO	Telluride	San Miguel	(December 1-March 31)	\$196	\$47	\$243
CO	Telluride	San Miguel	(April 1-September 30)	\$122	\$47	\$169
CO	Telluride	San Miguel	(October 1-November 30)	\$81	\$47	\$128
CO	Vail	Eagle	(December 1-March 31)	\$249	\$47	\$296
CO	Vail	Eagle	(April 1-November 30)	\$132	\$47	\$179

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
CT	Bridgeport/Danbury	Fairfield		\$89	\$43	\$132
CT	Cromwell/Old Saybrook	Middlesex		\$77	\$35	\$112
CT	Hartford	Hartford		\$94	\$43	\$137
CT	Lakeville/Salisbury	Litchfield		\$95	\$43	\$138
CT	New Haven	New Haven		\$96	\$39	\$135
CT	New London/Groton	New London	(May 1-October 31)	\$99	\$39	\$138
CT	New London/Groton	New London	(November 1-April 30)	\$80	\$39	\$119
CT	Putnam/Danielson	Windham		\$68	\$35	\$103
CT	Storrs/Mansfield	Tolland		\$78	\$35	\$113
DC	District of Columbia	Washington, DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington, Loudoun and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)		\$153	\$51	\$204
DE	Dover	Kent	(June 1-October 31)	\$81	\$39	\$120
DE	Dover	Kent	(November 1-May 31)	\$71	\$39	\$110
DE	Lewes	Sussex	(July 1-August 31)	\$124	\$43	\$167
DE	Lewes	Sussex	(September 1-April 30)	\$71	\$43	\$114
DE	Lewes	Sussex	(May 1-June 30)	\$91	\$43	\$134
DE	Wilmington	New Castle		\$108	\$39	\$147
FL	Altamonte Springs	Seminole		\$67	\$43	\$110
FL	Bradenton	Manatee		\$64	\$35	\$99
FL	Cocoa Beach	Brevard		\$83	\$39	\$122
FL	Daytona Beach	Volusia	(February 1-March 31)	\$134	\$43	\$177
FL	Daytona Beach	Volusia	(April 1-January 31)	\$79	\$43	\$122
FL	De Funiak Springs	Walton	(March 1-October 31)	\$104	\$31	\$135
FL	De Funiak Springs	Walton	(November 1-February 28)	\$82	\$31	\$113
FL	Fort Lauderdale	Broward	(January 1-May 31)	\$137	\$47	\$184

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
FL	Fort Lauderdale	Broward	(June 1-September 30)	\$86	\$47	\$133
FL	Fort Lauderdale	Broward	(October 1-December 31)	\$117	\$47	\$164
FL	Fort Myers	Lee	(February 1-March 31)	\$93	\$47	\$140
FL	Fort Myers	Lee	(April 1-January 31)	\$61	\$47	\$108
FL	Fort Pierce	Saint Lucie	(February 1-March 31)	\$86	\$43	\$129
FL	Fort Pierce	Saint Lucie	(April 1-January 31)	\$70	\$43	\$113
FL	Fort Walton Beach	Okaloosa	(March 1-August 31)	\$105	\$43	\$148
FL	Fort Walton Beach	Okaloosa	(September 1-February 28)	\$70	\$43	\$113
FL	Gainesville	Alachua		\$71	\$39	\$110
FL	Gulf Breeze	Santa Rosa	(March 1-August 31)	\$101	\$43	\$144
FL	Gulf Breeze	Santa Rosa	(September 1-February 28)	\$71	\$43	\$114
FL	Jacksonville/ Mayport Naval Station/Fernandina Beach	Duval, City of Jacksonville and Nassau		\$78	\$39	\$117
FL	Key West	Monroe	(February 1-March 31)	\$184	\$47	\$231
FL	Key West	Monroe	(April 1-January 31)	\$135	\$47	\$182
FL	Kissimmee	Osceola		\$69	\$39	\$108
FL	Lakeland	Polk		\$66	\$39	\$105
FL	Leesburg	Lake		\$67	\$35	\$102
FL	Miami	Miami-Dade	(October 1-May 31)	\$138	\$47	\$185
FL	Miami	Miami-Dade	(June 1-September 30)	\$99	\$47	\$146
FL	Naples	Collier	(January 1-March 31)	\$127	\$43	\$170
FL	Naples	Collier	(April 1-December 31)	\$79	\$43	\$122
FL	Ocala	Marion		\$69	\$35	\$104
FL	Orlando	Orange		\$98	\$47	\$145
FL	Palm Beach	Palm Beach (also the cities of Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach Shores, Singer Island and West Palm Beach)	(April 1-May 31)	\$142	\$47	\$189

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FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)						
State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
FL	Palm Beach	Palm Beach (also the cities of Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach Shores, Singer Island and West Palm Beach)	(June 1-September 30)	\$97	\$47	\$144
FL	Palm Beach	Palm Beach (also the cities of Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach Shores, Singer Island and West Palm Beach)	(October 1-December 31)	\$128	\$47	\$175
FL	Palm Beach	Palm Beach (also the cities of Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach Shores, Singer Island and West Palm Beach)	(January 1-March 31)	\$132	\$47	\$179
FL	Panama City	Bay	(March 1-August 31)	\$89	\$43	\$132
FL	Panama City	Bay	(September 1-February 28)	\$68	\$43	\$111
FL	Pensacola	Escambia		\$67	\$35	\$102
FL	Punta Gorda	Charlotte	(January 1-April 30)	\$95	\$39	\$134
FL	Punta Gorda	Charlotte	(May 1-December 31)	\$68	\$39	\$107
FL	Sarasota	Sarasota	(February 1-April 30)	\$110	\$43	\$153
FL	Sarasota	Sarasota	(May 1-January 31)	\$86	\$43	\$129
FL	Sebring	Highlands		\$63	\$35	\$98
FL	St. Augustine	St. Johns		\$79	\$43	\$122
FL	Stuart	Martin	(February 1-March 31)	\$79	\$43	\$122
FL	Stuart	Martin	(April 1-January 31)	\$60	\$43	\$103
FL	Tallahassee	Leon		\$73	\$39	\$112
FL	Tampa/ St. Petersburg	Pinellas and Hillsborough		\$93	\$43	\$136
FL	Vero Beach	Indian River	(February 1-March 31)	\$91	\$35	\$126
FL	Vero Beach	Indian River	(April 1-January 31)	\$69	\$35	\$104
GA	Athens	Clarke		\$72	\$39	\$111
GA	Atlanta/Stone Mountain/Smyrna	Fulton, Dekalb and Cobb		\$113	\$43	\$156
GA	Columbus	Muscogee		\$65	\$39	\$104
GA	Conyers	Rockdale		\$68	\$39	\$107

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
GA	Duluth/Norcross/Lawrenceville	Gwinnett		\$67	\$43	\$110
GA	Jekyll Island	Glynn	(April 1-August 31)	\$100	\$31	\$131
GA	Jekyll Island	Glynn	(September 1-March 31)	\$77	\$31	\$108
GA	Savannah	Chatham		\$103	\$43	\$146
IA	Cedar Rapids	Linn		\$66	\$31	\$97
IA	Des Moines	Polk		\$70	\$35	\$105
ID	Boise	Ada		\$70	\$43	\$113
ID	Coeur d'Alene	Kootenai	(May 1-September 30)	\$114	\$39	\$153
ID	Coeur d'Alene	Kootenai	(October 1-April 30)	\$78	\$39	\$117
ID	Ketchum	Blaine (except Sun Valley)		\$67	\$43	\$110
ID	McCall	Valley	(July 1-August 31)	\$76	\$43	\$119
ID	McCall	Valley	(September 1-June 30)	\$63	\$43	\$106
ID	Sun Valley	City limits of Sun Valley		\$100	\$43	\$143
IL	Aurora	Kane (except Elgin)		\$67	\$35	\$102
IL	Chicago	Cook and Lake		\$149	\$51	\$200
IL	Oak Brook Terrace	Dupage		\$83	\$43	\$126
IL	Elgin	City limits of Elgin		\$64	\$35	\$99
IL	Rockford	Winnebago		\$65	\$35	\$100
IL	Springfield	Sangamon		\$71	\$31	\$102
IN	Bloomington	Monroe		\$73	\$31	\$104
IN	Brownsburg/Plainfield	Hendricks		\$64	\$31	\$95
IN	Ft. Wayne	Allen		\$66	\$35	\$101
IN	Indianapolis/Carmel	Marion and Hamilton, Fort Benjamin Harrison		\$87	\$47	\$134
IN	Lafayette	Tippecanoe		\$75	\$35	\$110
IN	Michigan City	La Porte		\$76	\$39	\$115
IN	Nashville	Brown		\$67	\$43	\$110
IN	South Bend	St. Joseph		\$77	\$39	\$116
IN	Valparaiso/Burlington Beach	Porter		\$69	\$39	\$108

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)						
State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
KS	Fort Riley/Manhattan	Geary, Riley and Pottawatomie		\$63	\$31	\$94
KS	Kansas City/Overland Park	Wyandotte and Johnson		\$98	\$43	\$141
KS	Wichita	Sedgwick		\$67	\$43	\$110
KY	Covington/Hebron/Florence/ Newport	Kenton, Boone and Campbell		\$87	\$43	\$130
KY	Lexington	Fayette		\$75	\$35	\$110
KY	Louisville	Jefferson		\$81	\$43	\$124
LA	Baton Rouge	East Baton Rouge Parish		\$70	\$43	\$113
LA	Lake Charles	Calcasieu Parish		\$66	\$39	\$105
LA	New Orleans	Orleans, St. Bernard Parish, Jefferson, and Plaquemine Parishes	(February 1-April 30)	\$153	\$47	\$200
LA	New Orleans	Orleans, St. Bernard Parish, Jefferson, and Plaquemine Parishes	(May 1-August 31)	\$109	\$47	\$156
LA	New Orleans	Orleans, St. Bernard Parish, Jefferson, and Plaquemine Parishes	(September 1-November 30)	\$133	\$47	\$180
LA	New Orleans	Orleans, St. Bernard Parish, Jefferson, and Plaquemine Parishes	(December 1-January 31)	\$119	\$47	\$166
LA	Shreveport	Caddo Parish and Bossier Parish		\$64	\$43	\$107
LA	St. Francisville	West Feliciana Parish		\$62	\$43	\$105
MA	Andover	Essex		\$82	\$43	\$125
MA	Boston	Suffolk	(April 1-October 31)	\$161	\$51	\$212
MA	Boston	Suffolk	(November 1-March 31)	\$127	\$51	\$178
MA	Cambridge	City limits of Cambridge	(April 1-October 31)	\$161	\$51	\$212
MA	Cambridge	City limits of Cambridge	(November 1-March 31)	\$127	\$51	\$178
MA	Falmouth	City limits of Falmouth	(July 1-August 31)	\$117	\$39	\$156
MA	Falmouth	City limits of Falmouth	(September 1-June 30)	\$66	\$39	\$105
MA	Hyannis	Barnstable	(July 1-August 31)	\$127	\$43	\$170
MA	Hyannis	Barnstable	(September 1-June 30)	\$87	\$43	\$130

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
MA	Burlington/Woburn	Middlesex		\$94	\$39	\$133
MA	Martha's Vineyard	Dukes	(July 1-August 31)	\$199	\$47	\$246
MA	Martha's Vineyard	Dukes	(September 1-April 30)	\$105	\$47	\$152
MA	Martha's Vineyard	Dukes	(May 1-June 30)	\$134	\$47	\$181
MA	Nantucket	Nantucket	(July 1-August 31)	\$199	\$47	\$246
MA	Nantucket	Nantucket	(September 1-June 30)	\$121	\$47	\$168
MA	New Bedford	City limits of New Bedford		\$86	\$39	\$125
MA	Northampton	Hampshire	(May 1-November 30)	\$93	\$39	\$132
MA	Northampton	Hampshire	(December 1-April 30)	\$78	\$39	\$117
MA	Pittsfield	Berkshire	(July 1-October 31)	\$112	\$43	\$155
MA	Pittsfield	Berkshire	(November 1-June 30)	\$86	\$43	\$129
MA	Plymouth	Plymouth	(June 1-October 31)	\$107	\$39	\$146
MA	Plymouth	Plymouth	(November 1 -May 31)	\$87	\$39	\$126
MA	Quincy	Norfolk		\$87	\$43	\$130
MA	Springfield	Hampden		\$83	\$39	\$122
MA	Taunton	Bristol (except New Bedford)		\$77	\$35	\$112
MA	Worcester	Worcester		\$87	\$39	\$126
MD	(For the counties of Montgomery and Prince George's, see District of Columbia)					
MD	Aberdeen/Bel Air/ Belcamp/Edgewood	Harford		\$75	\$43	\$118
MD	Annapolis	Anne Arundel	(May 1-October 31)	\$114	\$47	\$161
MD	Annapolis	Anne Arundel	(November 1-April 30)	\$93	\$47	\$140
MD	Cambridge/ St. Michaels	Dorchester and Talbot	(June 1-August 31)	\$152	\$47	\$199
MD	Cambridge/ St. Michaels	Dorchester and Talbot	(September 1-May 31)	\$86	\$47	\$133
MD	Baltimore	Baltimore		\$133	\$47	\$180
MD	Columbia	Howard		\$100	\$47	\$147
MD	Frederick	Frederick		\$75	\$35	\$110
MD	La Plata/ Indianhead	Charles		\$67	\$31	\$98

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
MD	Lexington Park/ Leonardtown/Lusby	St. Mary's and Calvert		\$76	\$39	\$115
MD	Ocean City	Worcester	(July 1-August 31)	\$191	\$47	\$238
MD	Ocean City	Worcester	(September 1-October 31)	\$98	\$47	\$145
MD	Ocean City	Worcester	(November 1-April 30)	\$71	\$47	\$118
MD	Ocean City	Worcester	(May 1-June 30)	\$108	\$47	\$155
ME	Bar Harbor	Hancock		\$116	\$43	\$159
ME	Kennebunk/ Kittery/Sanford	York	(July 1-August 31)	\$118	\$43	\$161
ME	Kennebunk/ Kittery/Sanford	York	(September 1-June 30)	\$82	\$43	\$125
ME	Portland	Cumberland, Sagadahoc and Lincoln	(July 1-October 31)	\$98	\$43	\$141
ME	Portland	Cumberland, Sagadahoc and Lincoln	(November 1-June 30)	\$72	\$43	\$115
ME	Rockport	Knox		\$83	\$47	\$130
MI	Ann Arbor	Washtenaw		\$80	\$43	\$123
MI	Benton Harbor/ St. Joseph/ Stevensville	Berrien		\$65	\$35	\$100
MI	Charlevoix	Charlevoix	(July 1-August 31)	\$82	\$43	\$125
MI	Charlevoix	Charlevoix	(September 1-June 30)	\$64	\$43	\$107
MI	Detroit	Wayne		\$107	\$51	\$158
MI	East Lansing/ Lansing	Ingham and Eaton		\$74	\$43	\$117
MI	Flint	Genessee		\$70	\$31	\$101
MI	Frankenmuth	Saginaw		\$69	\$35	\$104
MI	Frankfort	Benzie	(December 1-February 28)	\$111	\$35	\$146
MI	Frankfort	Benzie	(March 1-May 31)	\$81	\$35	\$116
MI	Frankfort	Benzie	(June 1-September 30)	\$111	\$35	\$146
MI	Frankfort	Benzie	(October 1-November 30)	\$76	\$35	\$111
MI	Grand Rapids	Kent		\$70	\$39	\$109
MI	Holland	Ottawa		\$79	\$39	\$118

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
MI	Kalamazoo/Battle Creek	Kalamazoo/Calhoun		\$61	\$31	\$92
MI	Leland	Leelanau	(July 1-August 31)	\$106	\$39	\$145
MI	Leland	Leelanau	(September 1-June 30)	\$69	\$39	\$108
MI	Mackinac Island	Mackinac		\$116	\$47	\$163
MI	Midland	Midland		\$69	\$39	\$108
MI	Mount Pleasant	Isabella	(July 1-August 31)	\$86	\$39	\$125
MI	Mount Pleasant	Isabella	(September 1-June 30)	\$74	\$39	\$113
MI	Muskegon	Muskegon	(June 1-August 31)	\$90	\$35	\$125
MI	Muskegon	Muskegon	(September 1-May 31)	\$67	\$35	\$102
MI	Ontonagon/Baraga/Houghton	Ontonagon/Baraga/Houghton		\$71	\$35	\$106
MI	Petoskey	Emmet	(July 1-August 31)	\$94	\$43	\$137
MI	Petoskey	Emmet	(September 1-June 30)	\$70	\$43	\$113
MI	Pontiac/Auburn Hills	Oakland		\$82	\$43	\$125
MI	Sault Ste Marie	Chippewa	(July 1-August 31)	\$72	\$39	\$111
MI	Sault Ste Marie	Chippewa	(September 1-June 30)	\$60	\$39	\$99
MI	South Haven	Van Buren	(July 1-August 31)	\$91	\$39	\$130
MI	South Haven	Van Buren	(September 1-June 30)	\$63	\$39	\$102
MI	Traverse City	Grand Traverse	(July 1-August 31)	\$127	\$47	\$174
MI	Traverse City	Grand Traverse	(September 1-June 30)	\$78	\$47	\$125
MI	Warren	Macomb		\$74	\$39	\$113
MN	Coon Rapids/Ramsey	Anoka		\$64	\$39	\$103
MN	Eagan/Burnsville	Dakota		\$77	\$39	\$116
MN	Duluth	St. Louis	(June 1-October 31)	\$92	\$43	\$135
MN	Duluth	St. Louis	(November 1-May 31)	\$68	\$43	\$111
MN	Minneapolis/St. Paul	Hennepin and Ramsey		\$105	\$51	\$156
MN	Rochester	Olmstead		\$68	\$39	\$107
MO	Jefferson City	Cole		\$61	\$35	\$96
MO	Kansas City	Jackson, Clay, Cass and Platte		\$98	\$47	\$145

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
MO	Osage Beach	Camden and Miller	(May 1-August 31)	\$99	\$35	\$134
MO	Osage Beach	Camden and Miller	(September 1-April 30)	\$74	\$35	\$109
MO	Springfield	Greene		\$61	\$35	\$96
MO	St. Louis	St. Louis and St. Charles		\$98	\$51	\$149
MO	St. Robert/ Ft. Leonardwood	Pulaski		\$67	\$35	\$102
MS	Biloxi/Gulfport	Harrison		\$65	\$43	\$108
MS	Robinsonville	Tunica		\$68	\$35	\$103
MS	Starkville	Oktibbeha		\$65	\$31	\$96
MT	Big Sky	Gallatin (except West Yellowstone)		\$78	\$47	\$125
MT	Butte	Silver Bow		\$63	\$31	\$94
MT	Missoula	Missoula	(May 1-October 31)	\$77	\$31	\$108
MT	Missoula	Missoula	(November 1-April 30)	\$60	\$31	\$91
MT	Polson/Kalispell	Lake and Flathead	(June 1-September 30)	\$83	\$35	\$118
MT	Polson/Kalispell	Lake and Flathead	(October 1-May 31)	\$60	\$35	\$95
MT	West Yellowstone	City limits of West Yellowstone	(June 1-September 30)	\$89	\$39	\$128
MT	West Yellowstone	City limits of West Yellowstone	(October 1-March 31)	\$67	\$39	\$106
MT	West Yellowstone	City limits of West Yellowstone	(April 1-May 31)	\$60	\$39	\$99
NC	Asheville	Buncombe		\$81	\$31	\$112
NC	Atlantic Beach	Carteret	(June 1-August 31)	\$113	\$35	\$148
NC	Atlantic Beach	Carteret	(September 1-October 31)	\$75	\$35	\$110
NC	Atlantic Beach	Carteret	(November 1-March 31)	\$60	\$35	\$95
NC	Atlantic Beach	Carteret	(April 1-May 31)	\$82	\$35	\$117
NC	Chapel Hill	Orange		\$105	\$43	\$148
NC	Charlotte	Mecklenburg		\$76	\$43	\$119
NC	Cherokee	Swain		\$64	\$35	\$99
NC	Durham	Durham		\$74	\$47	\$121
NC	Greensboro	Guilford		\$84	\$43	\$127

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
NC	Greenville	Pitt		\$62	\$35	\$97
NC	Kill Devil	Dare	(April 1-October 31)	\$124	\$43	\$167
NC	Kill Devil	Dare	(November 1-March 31)	\$67	\$43	\$110
NC	Moorehead City	Carteret	(April 1-October 31)	\$68	\$31	\$99
NC	Moorehead City	Carteret	(November 1-May 31)	\$60	\$31	\$91
NC	New Bern/Havelock	Craven		\$68	\$39	\$107
NC	Raleigh	Wake		\$74	\$43	\$117
NC	Wilmington	New Hanover		\$72	\$39	\$111
NC	Winston-Salem	Forsyth		\$62	\$43	\$105
NE	Omaha	Douglas		\$68	\$43	\$111
NH	Concord	Merrimack	(June 1-October 31)	\$93	\$39	\$132
NH	Concord	Merrimack	(November 1-May 31)	\$67	\$39	\$106
NH	Conway	Carroll		\$100	\$43	\$143
NH	Durham	Strafford	(June 1-October 31)	\$108	\$35	\$143
NH	Durham	Strafford	(November 1-May 31)	\$81	\$35	\$116
NH	Lebanon/Lincoln/Sunapee	Grafton and Sullivan		\$97	\$39	\$136
NH	Laconia	Belknap	(June 1-October 31)	\$102	\$39	\$141
NH	Laconia	Belknap	(November 1-May 31)	\$78	\$39	\$117
NH	Manchester	Hillsborough		\$86	\$39	\$125
NH	Portsmouth	Rockingham	(June 1-October 31)	\$112	\$43	\$155
NH	Portsmouth	Rockingham	(November 1-May 31)	\$81	\$43	\$124
NJ	Atlantic City	Atlantic	(May 1-October 31)	\$123	\$47	\$170
NJ	Atlantic City	Atlantic	(November 1-April 30)	\$100	\$47	\$147
NJ	Cape May	Cape May (except Ocean City)	(June 1-August 31)	\$131	\$47	\$178
NJ	Cape May	Cape May (except Ocean City)	(September 1-May 31)	\$82	\$47	\$129
NJ	Cherry Hill/Moorestown	Camden and Burlington		\$78	\$47	\$125
NJ	Eatontown/Freehold	Monmouth	(May 1-October 31)	\$115	\$43	\$158
NJ	Eatontown/Freehold	Monmouth	(November 1-April 30)	\$91	\$43	\$134

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
NJ	Edison	Middlesex (except Piscataway)		\$120	\$35	\$155
NJ	Flemington	Hunterdon		\$98	\$39	\$137
NJ	Millville	Cumberland		\$61	\$35	\$96
NJ	Newark	Essex, Bergen, Hudson and Passaic		\$83	\$47	\$130
NJ	Ocean City	City limits of Ocean City (Cape May County)	(June 1-October 31)	\$166	\$43	\$209
NJ	Ocean City	City limits of Ocean City (Cape May County)	(November 1-May 31)	\$91	\$43	\$134
NJ	Parsippany	Morris		\$112	\$43	\$155
NJ	Piscataway/Belle Mead	Somerset; and City limits of Piscataway		\$105	\$43	\$14
NJ	Princeton/Trenton	Mercer		\$126	\$47	\$173
NJ	Springfield/Cranford	Union		\$105	\$43	\$148
NJ	Tom's River	Ocean	(July 1-August 31)	\$123	\$43	\$166
NJ	Tom's River	Ocean	(September 1-June 30)	\$84	\$43	\$127
NM	Albuquerque	Bernalillo		\$68	\$43	\$111
NM	Los Alamos/Espanola	Los Alamos and Rio Arriba		\$61	\$39	\$100
NM	Santa Fe	Santa Fe	(July 1-August 31)	\$134	\$47	\$181
NM	Santa Fe	Santa Fe	(September 1-June 30)	\$94	\$47	\$141
NV	Incline Village/Crystal Bay	City limits of Incline Village and Crystal Bay	(June 1-September 30)	\$111	\$43	\$154
NV	Incline Village/Crystal Bay and Crystal Bay	City limits of Incline Village and Crystal Bay	(October 1-May 31)	\$89	\$43	\$132
NV	Las Vegas	Clark	(September 1-May 31)	\$122	\$43	\$165
NV	Las Vegas	Clark	(June 1-August 31)	\$106	\$43	\$149
NV	Reno/Sparks	Washoe		\$94	\$31	\$125
NV	Stateline	Douglas		\$80	\$47	\$127
NY	Albany	Albany		\$92	\$47	\$139
NY	Buffalo	Erie		\$81	\$43	\$124

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
NY	Carle Place/Garden City/Glen Cove/ Great Neck/ Plainview/ Rockville Centre/Syosset / Uniondale/Woodbury	Nassau		\$141	\$47	\$188
NY	Glens Falls	Warren	(June 1-August 31)	\$103	\$39	\$142
NY	Glens Falls	Warren	(September 1-May 31)	\$69	\$39	\$108
NY	Ithaca	Tompkins		\$100	\$39	\$139
NY	Kingston	Ulster		\$73	\$43	\$116
NY	Lake Placid	Essex	(July 1-August 31)	\$135	\$43	\$178
NY	Lake Placid	Essex	(September 1-February 28)	\$100	\$43	\$143
NY	Lake Placid	Essex	(March 1-June 30)	\$81	\$43	\$124
NY	Manhattan (includes the boroughs of Manhattan, Brooklyn, Queens, The Bronx, and Staten Island)	The boroughs of Manhattan, Brooklyn, The Bronx, Queens and Richmond County	(September 1-December 31)	\$208	\$51	\$259
NY	Manhattan (includes the boroughs of Manhattan, Brooklyn, Queens, The Bronx, and Staten Island)	The boroughs of Manhattan, Brooklyn, The Bronx, Queens and Richmond County	(January 1-April 30)	\$177	\$51	\$228
NY	Manhattan (includes the boroughs of Manhattan, Brooklyn, Queens, The Bronx, and Staten Island)	The boroughs of Manhattan, Brooklyn, The Bronx, Queens and Richmond County	(May 1-June 30)	\$200	\$51	\$251
NY	Manhattan (includes the boroughs of Manhattan, Brooklyn, Queens, The Bronx, and Staten Island)	The boroughs of Manhattan, Brooklyn, The Bronx, Queens and Richmond County	(July 1-August 31)	\$177	\$51	\$228
NY	Niagara Falls	Niagara	(May 1-September 30)	\$85	\$39	\$124
NY	Niagara Falls	Niagara	(October 1-April 30)	\$60	\$39	\$99
NY	Nyack/Palisades	Rockland		\$100	\$43	\$143
NY	Owego	Tioga		\$80	\$35	\$115
NY	Poughkeepsie	Dutchess		\$100	\$43	\$143

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
NY	Riverhead/Ronkonkoma/Melville	Suffolk		\$126	\$43	\$169
NY	Rochester	Monroe		\$77	\$47	\$124
NY	Saratoga Springs/Schenectady	Saratoga and Schenectady	(July 1-August 31)	\$118	\$43	\$161
NY	Saratoga Springs/Schenectady	Saratoga and Schenectady	(September 1-June 30)	\$81	\$43	\$124
NY	Syracuse	Onondaga		\$76	\$39	\$115
NY	Tarrytown	Westchester (except White Plains)		\$121	\$47	\$168
NY	Troy	Rensselaer		\$72	\$31	\$103
NY	Waterloo/Romulus	Seneca	(June 1-October 31)	\$86	\$35	\$121
NY	Waterloo/Romulus	Seneca	(November 1-May 31)	\$67	\$35	\$102
NY	West Point	Orange		\$88	\$39	\$127
NY	White Plains	City limits of White Plains		\$131	\$47	\$178
OH	Akron	Summit		\$68	\$43	\$111
OH	Bellevue	Huron	(July 1-August 31)	\$77	\$35	\$112
OH	Bellevue	Huron	(September 1-June 30)	\$60	\$35	\$95
OH	Cincinnati	Hamilton and Clermont		\$87	\$51	\$138
OH	Cleveland	Cuyahoga		\$99	\$47	\$146
OH	Columbus	Franklin		\$95	\$43	\$138
OH	Dayton/Fairborn	Greene, Darke and Montgomery		\$75	\$35	\$110
OH	Geneva	Ashtabula		\$67	\$39	\$106
OH	Hamilton	Butler and Warren		\$70	\$39	\$109
OH	Lancaster	Fairfield		\$62	\$35	\$97
OH	Port Clinton	Ottawa	(June 1-August 31)	\$93	\$39	\$132
OH	Port Clinton	Ottawa	(September 1-May 31)	\$60	\$39	\$99
OH	Sandusky	Erie	(June 1-August 31)	\$94	\$43	\$137
OH	Sandusky	Erie	(September 1-May 31)	\$60	\$43	\$103
OH	Toledo	Lucas		\$65	\$35	\$100

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
OK	Oklahoma City	Oklahoma		\$66	\$43	\$109
OK	Tulsa	Tulsa, Creek, Osage, and Rogers Counties		\$64	\$31	\$95
OR	Ashland	Jackson	(June 1-September 30)	\$100	\$47	\$147
OR	Ashland	Jackson	(October 1-May 31)	\$68	\$47	\$115
OR	Beaverton	Washington		\$73	\$43	\$116
OR	Bend	Deschutes	(July 1-August 31)	\$80	\$43	\$123
OR	Bend	Deschutes	(September 1-June 30)	\$66	\$43	\$109
OR	Clackamas	Clackamas		\$67	\$39	\$106
OR	Crater Lake	Klamath	(June 1-August 31)	\$67	\$35	\$102
OR	Crater Lake	Klamath	(September 1-May 31)	\$60	\$35	\$95
OR	Eugene	Lane (except Florence)		\$71	\$43	\$114
OR	Florence	City limits of Florence	(July 1-August 31)	\$99	\$39	\$138
OR	Florence	City limits of Florence	(September 1-June 30)	\$82	\$39	\$121
OR	Gold Beach	Curry		\$67	\$35	\$102
OR	Lincoln City	Lincoln	(January 1-August 31)	\$84	\$39	\$123
OR	Lincoln City	Lincoln	(September 1-December 31)	\$70	\$39	\$109
OR	Portland	Multnomah		\$93	\$43	\$136
OR	Seaside	Clatsop	(July 1-August 31)	\$88	\$39	\$127
OR	Seaside	Clatsop	(September 1-June 30)	\$71	\$39	\$110
PA	Chester/Radnor/ Essington	Delaware		\$75	\$39	\$114
PA	Allentown/Easton/ Bethlehem	Lehigh and Northampton		\$73	\$35	\$108
PA	Erie	Erie		\$75	\$35	\$110
PA	Gettysburg	Adams	(April 1-October 31)	\$94	\$39	\$133
PA	Gettysburg	Adams	(November 1-March 31)	\$68	\$39	\$107
PA	Harrisburg	Dauphin (except Hershey)		\$81	\$47	\$128
PA	Hershey	City limits of Hershey	(May 1-August 31)	\$150	\$43	\$193
PA	Hershey	City limits of Hershey	(September 1-April 30)	\$99	\$43	\$142

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FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)						
State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
PA	King of Prussia/ Ft. Washington/ Warminster	Montgomery and Bucks		\$106	\$47	\$153
PA	Lancaster	Lancaster		\$82	\$43	\$125
PA	Malvern/Frazer/ Exton	Chester		\$103	\$43	\$146
PA	Mechanicsburg	Cumberland		\$78	\$35	\$113
PA	Philadelphia	Philadelphia		\$116	\$51	\$164
PA	Pittsburgh	Allegheny		\$85	\$47	\$132
PA	Reading	Berks		\$85	\$43	\$128
PA	Scranton	Lackawanna		\$70	\$35	\$105
PA	State College	Centre		\$76	\$31	\$107
RI	East Greenwich	Kent, Naval Construction Battalion Center, Davisville		\$100	\$43	\$143
RI	Jamestown/ Middletown/Newport	Newport	(May 1-October 31)	\$154	\$47	\$201
RI	Jamestown/ Middletown/Newport	Newport	(November 1-April 30)	\$94	\$47	\$141
RI	North Kingstown	Washington		\$109	\$31	\$140
RI	Providence	Providence	(May 1-October 31)	\$138	\$47	\$185
RI	Providence	Providence	(November 1-April 30)	\$128	\$47	\$175
SC	Charleston	Charleston, Berkeley and Dorchester		\$98	\$43	\$141
SC	Columbia	Richland		\$67	\$35	\$102
SC	Greenville	Greenville		\$66	\$43	\$109
SC	Hilton Head	Beaufort	(April 1-October 31)	\$122	\$47	\$169
SC	Hilton Head	Beaufort	(November 1-March 31)	\$77	\$47	\$124
SC	Myrtle Beach	Horry	(June 1-August 31)	\$116	\$47	\$163
SC	Myrtle Beach	Horry	(September 1-October 31)	\$78	\$47	\$125
SC	Myrtle Beach	Horry	(November 1-March 31)	\$63	\$47	\$110
SC	Myrtle Beach	Horry	(April 1-May 31)	\$97	\$47	\$144
SD	Custer	Custer	(June 1-August 31)	\$92	\$35	\$127
SD	Custer	Custer	(September 1-May 31)	\$60	\$35	\$95

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
SD	Hot Springs	Fall River		\$70	\$35	\$105
SD	Rapid City	Pennington	(June 1-September 30)	\$93	\$35	\$128
SD	Rapid City	Pennington	(October 1-May 31)	\$60	\$35	\$95
SD	Sturgis/Spearfish	Meade, Butte and Lawrence	(June 1-August 31)	\$84	\$31	\$115
SD	Sturgis/Spearfish	Meade, Butte and Lawrence	(September 1-May 31)	\$60	\$31	\$91
TN	Brentwood/Franklin	Williamson		\$66	\$35	\$101
TN	Chattanooga	Hamilton		\$88	\$31	\$119
TN	Gatlinburg/ Townsend	Sevier and Blount		\$79	\$43	\$122
TN	Knoxville	Knox		\$65	\$31	\$96
TN	Memphis	Shelby		\$80	\$43	\$123
TN	Nashville	Davidson		\$94	\$47	\$141
TX	Amarillo	Potter		\$66	\$35	\$101
TX	Arlington/ Fort Worth	Tarrant		\$96	\$43	\$139
TX	Austin	Travis		\$85	\$43	\$128
TX	College Station	Brazos		\$65	\$39	\$104
TX	Corpus Christi	Nueces		\$76	\$43	\$119
TX	Dallas	City limits of Dallas and Dallas County		\$88	\$51	\$139
TX	El Paso	El Paso		\$70	\$35	\$105
TX	Galveston	Galveston	(February 1- August 31)	\$114	\$47	\$161
TX	Galveston	Galveston	(September 1-January 31)	\$84	\$47	\$131
TX	Grapevine	City limits of Grapevine		\$111	\$39	\$150
TX	Houston	Montgomery, Fort Bend and Harris; L.B. Johnson Space Center		\$99	\$47	\$146
TX	Killeen	Bell		\$62	\$35	\$97
TX	Laredo	Webb		\$81	\$35	\$116
TX	McAllen	Hidalgo		\$68	\$39	\$107
TX	Plano	Collin		\$71	\$39	\$110
TX	Round Rock	Williamson		\$71	\$31	\$102

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)						
State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
TX	San Antonio	Bexar		\$93	\$47	\$140
TX	South Padre Island	Cameron	(June 1-August 31)	\$106	\$39	\$145
TX	South Padre Island	Cameron	(September 1-May 31)	\$86	\$39	\$125
TX	Waco	McLennan		\$72	\$35	\$107
UT	Bullfrog	San Juan		\$64	\$35	\$99
UT	Park City	Summit	(December 1-March 31)	\$150	\$47	\$197
UT	Park City	Summit	(April 1-November 30)	\$73	\$47	\$120
UT	Provo	Utah		\$65	\$43	\$108
UT	Salt Lake City	Salt Lake and Tooele		\$79	\$39	\$118
VA	(For the cities Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see District of Columbia)					
VA	Charlottesville	City of Charlottesville, Albemarle		\$65	\$47	\$112
VA	Fredericksburg	Spotsylvania, Stafford, the City of Fredericksburg		\$61	\$31	\$92
VA	Lynchburg	Campbell		\$65	\$43	\$108
VA	Manassas	City of Manassas		\$70	\$39	\$109
VA	Petersburg	City of Petersburg		\$63	\$35	\$98
VA	Richmond	Chesterfield, Goochland, Henrico, and the City of Richmond		\$74	\$43	\$117
VA	Roanoke	City limits of Roanoke		\$68	\$39	\$107
VA	Shenandoah	Page	(April 1-November 30)	\$84	\$31	\$115
VA	Shenandoah	Page	(December 1-March 31)	\$60	\$31	\$91
VA	Virginia Beach	Cities of Virginia Beach, Norfolk, Portsmouth, Chesapeake, and Suffolk	(June 1-August 31)	\$133	\$43	\$176
VA	Virginia Beach	Cities of Virginia Beach, Norfolk, Portsmouth, Chesapeake, and Suffolk	(September 1-March 31)	\$67	\$43	\$110
VA	Virginia Beach	Cities of Virginia Beach, Norfolk, Portsmouth, Chesapeake, and Suffolk	(April 1-May 31)	\$101	\$43	\$144
VA	Wallops Island	Accomack	(July 1-August 31)	\$93	\$39	\$132
VA	Wallops Island	Accomack	(September 1-June 30)	\$71	\$39	\$110

FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)

State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
VA	Warrenton	Fauquier		\$73	\$31	\$104
VA	Williamsburg	James City, cities of Williamsburg, Pogooson, Hampton, and Newport News; York	(April 1-August 31)	\$101	\$43	\$144
VA	Williamsburg	James City, cities of Williamsburg, Pogooson, Hampton, and Newport News; York	(September 1-March 31)	\$79	\$43	\$122
VA	Wintergreen	Nelson		\$76	\$47	\$123
VA	Woodbridge	Prince William		\$70	\$39	\$109
VT	Burlington/St. Albans	Chittenden and Franklin		\$91	\$39	\$130
VT	Manchester	Bennington	(December 1-February 28)	\$115	\$47	\$162
VT	Manchester	Bennington	(March 1-November 30)	\$90	\$47	\$137
VT	Montpelier	Washington	(May 1-October 31)	\$85	\$35	\$120
VT	Montpelier	Washington	(November 1-April 30)	\$69	\$35	\$104
VT	Stowe	Lamoille		\$104	\$31	\$135
VT	White River Junction	Windsor	(December 1-February 28)	\$116	\$35	\$151
VT	White River Junction	Windsor	(March 1-May 31)	\$84	\$35	\$119
VT	White River Junction	Windsor	(June 1-November 30)	\$104	\$35	\$139
WA	Anacortes/Camano Island/Coupeville	San Juan (except Friday Harbor), Skagit and Island		\$67	\$43	\$110
WA	Bremerton	Kitsap		\$66	\$39	\$105
WA	Everett	Snohomish (except Lynnwood)		\$64	\$43	\$107
WA	Friday Harbor	City limits of Friday Harbor	(July 1-August 31)	\$94	\$47	\$141
WA	Friday Harbor	City limits of Friday Harbor	(September 1-June 30)	\$74	\$47	\$121
WA	Lynnwood	City limits of Lynnwood		\$79	\$39	\$118
WA	Ocean Shores	Grays Harbor	(July 1-August 31)	\$104	\$43	\$147
WA	Ocean Shores	Grays Harbor	(September 1-June 30)	\$80	\$43	\$123
WA	Olympia/Tumwater	Thurston		\$71	\$43	\$114
WA	Port Angeles	City limits of Port Angeles	(June 1-September 30)	\$86	\$43	\$129
WA	Port Angeles	City limits of Port Angeles	(October 1-May 31)	\$66	\$43	\$109
WA	Port Townsend	Jefferson		\$64	\$39	\$103

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FY2005 Domestic Per Diem Rates – Effective October 1, 2004 (continued)						
State	Destination	County and/or other Defined Location	Seasonal Dates	Maximum Lodging Rate (excludes taxes)	M&IE Rate	Maximum Per Diem Rate
WA	Seattle	King	(May 1-October 31)	\$127	\$51	\$178
WA	Seattle	King	(November 1-April 30)	\$110	\$51	\$161
WA	Spokane	Spokane		\$67	\$43	\$110
WA	Tacoma	Pierce		\$79	\$35	\$114
WA	Vancouver	Clark, Cowlitz and Skamania		\$93	\$31	\$124
WI	Brookfield	Waukesha		\$75	\$43	\$118
WI	Green Bay	Brown		\$67	\$39	\$106
WI	Lake Geneva	Walworth	(July 1-August 31)	\$102	\$43	\$145
WI	Lake Geneva	Walworth	(September 1-June 30)	\$76	\$43	\$119
WI	Madison	Dane		\$75	\$43	\$118
WI	Milwaukee	Milwaukee		\$99	\$47	\$146
WI	Racine	Racine		\$77	\$35	\$112
WI	Sheboygan	Sheboygan		\$70	\$35	\$105
WI	Sturgeon Bay	Door	(June 1-October 31)	\$91	\$39	\$130
WI	Sturgeon Bay	Door	(November 1-May 31)	\$66	\$39	\$105
WI	Wisconsin Dells	Columbia		\$65	\$43	\$108
WV	Berkeley Springs	Morgan		\$61	\$39	\$100
WV	Charleston	Kanawha		\$84	\$43	\$127
WV	Martinsburg/ Hedgesville	Berkeley		\$61	\$35	\$96
WV	Morgantown	Monongalia	(April 1-November 30)	\$77	\$39	\$116
WV	Morgantown	Monongalia	(December 1-March 31)	\$65	\$39	\$104
WV	Shepherdstown	Jefferson		\$75	\$39	\$114
WV	Wheeling	Ohio		\$67	\$39	\$106
WY	Cody	Park	(June 1-September 30)	\$91	\$35	\$126
WY	Cody	Park	(October 1-May 31)	\$60	\$35	\$95
WY	Jackson	Teton	(June 1-September 30)	\$113	\$47	\$160
WY	Jackson	Teton	(October 1-May 31)	\$74	\$47	\$121
WY	Pinedale	Sublette	(June 1-August 31)	\$78	\$31	\$109
WY	Pinedale	Sublette	(September 1-May 31)	\$60	\$31	\$91



Quick Checks

Session Materials Checklist

Procedure 3: Receiving the Session Materials

Booklet Preparation Checklist

Procedure 4: Preparing the Booklets

Room Preparation Checklist

Procedure 5: Preparing the Room

Post-Assessment Checklist

Procedure 12: Completing the Administration Schedule

Procedure 13: Coding the Booklet Covers

Procedure 14: Packing the Session Box

NAEP 2005

Quick Checks

Session Materials Checklist

Procedure 3: Receiving the Session Materials		
Original Administration Schedule		<input type="checkbox"/>
1 copy of the Roster of Questionnaires (if grade 4 or 8)		<input type="checkbox"/>
1 box of session materials		<input type="checkbox"/>
Timer		<input type="checkbox"/>
Accommodation booklets, if necessary		<input type="checkbox"/>
Additional booklets assigned to students added to the Administration Schedule, if necessary		<input type="checkbox"/>
Session Debriefing Form		<input type="checkbox"/>
"Testing In Progress" sign		<input type="checkbox"/>
If Grade 4	Student Appreciation Certificates	<input type="checkbox"/>
If RS, SC, or SB	1 box of hands-on science kits with a garbage bag Supplemental science materials	<input type="checkbox"/> <input type="checkbox"/>
If Grade 4 RS, RM, or PT	5 blue calculators Grade 4 mathematics poster	<input type="checkbox"/> <input type="checkbox"/>
If Grade 8 RS, RM, or PT	5 gray calculators Grade 8 mathematics poster	<input type="checkbox"/> <input type="checkbox"/>
If Grade 12 RS, RM, or PT	5 gray calculators	<input type="checkbox"/>

Booklet Preparation Checklist

Procedure 4: Preparing the Booklets	
A.	Check assessment booklet bundles.
Step 1	Verify Bundle # on bundle slip matches number in Bundle # box in upper left and upper right of Administration Schedule. <input type="checkbox"/>
Step 2	Verify prefixes on the bundle slip match prefixes printed on the Administration Schedule. <input type="checkbox"/>
B.	Prepare and organize booklets. Begin with first student listed on Administration Schedule and first booklet in first bundle for your session.
Step 1	Match booklet ID number with column N of Administration Schedule. <input type="checkbox"/>
	Check column O of the Administration Schedule. If no accommodation booklet has been assigned to the student, attach student ID label to booklet cover. <input type="checkbox"/>
Step 2	<p>If column O of the Administration Schedule shows an accommodation booklet:</p> <ul style="list-style-type: none"> • Remove original booklet from stack. • Record Admin. Code 52 on original booklet cover. • Record line and session number in upper-right corner of original booklet cover. • Set original booklet aside. • Affix student ID label to accommodation booklet. • Write accommodation booklet ID number on the label. • Substitute accommodation booklet in stack of booklets. • Or, if separate accommodation session, set booklet aside. <input type="checkbox"/>
Step 3	<p>Check Admin. Code in Column P of Administration Schedule. If Code = 46, 47, 51, 54, 55, or 60–65 (student identified as parent refusal, student refusal, excluded, withdrawn or ineligible):</p> <ul style="list-style-type: none"> • Write the code on the label. • Add face down to separate booklet stack, keeping the label attached to the booklet. • Start process over with Part B, Step 1 with the next student listed on the Administration Schedule and the next booklet in the stack. <input type="checkbox"/>
	If no code listed, continue with Step 4. <input type="checkbox"/>
Step 4	Record student's line number and session number in upper-right corner of booklet cover. <input type="checkbox"/>
Step 5	Repeat Steps 1–4 of Part B for each student listed on Administration Schedule. Add booklets to booklet stack, face down (keeping in Administration Schedule order). <input type="checkbox"/>
Step 6	Band together booklets for excluded, withdrawn, and ineligible students. <input type="checkbox"/>
Step 7	Turn over stack of session booklets. <input type="checkbox"/>
	Place required ancillary materials inside the front cover of the booklet (except calculators and science kits). Separate the squares in Manipulative Set "X" for fourth-graders. <input type="checkbox"/>
Step 8	Band together session booklets. <input type="checkbox"/>
	Place Administration Schedule on top of stack. <input type="checkbox"/>
Step 9	Repeat Steps 7–8 for separate accommodation sessions. Do not place Administration Schedule on top of these booklets. <input type="checkbox"/>
C.	Quality Control Check of Booklets by another AA (if time allows) and AC. <input type="checkbox"/>

Room Preparation Checklist

Procedure 5: Preparing the Room	
Step 1	<p>Arrange desks.</p> <ul style="list-style-type: none"> ● Verify that there are enough desks for number of students in session. ● Verify that all students can see you. ● Verify that you can see all students. ● Verify that students are not facing potential distractions. <div style="text-align: right;"><input type="checkbox"/></div>
Step 2	<p>Set out supplies.</p> <ul style="list-style-type: none"> ● AA manual; ● Session scripts, turned to the appropriate script; ● Roster of Questionnaires, if required; ● Administration Schedule plus copies of Administration Schedules for other sessions; ● Timer; and ● Session Debriefing Form. <div style="text-align: right;"><input type="checkbox"/></div> <p>Set out materials for distribution.</p> <ul style="list-style-type: none"> ● Prepared assessment booklets with appropriate ancillary materials inserted into the front cover; ● Sharpened No. 2 pencils; ● Grade 4 sessions: Student Appreciation Certificates; ● RS, RM, PT sessions: Grade appropriate calculators plus extra calculators and ancillary materials in the event of missing or damaged materials; and ● RS, SB, SC sessions: Hands-on science kits. <div style="text-align: right;"><input type="checkbox"/></div>
Step 3	Erase board, conceal visual materials. <input type="checkbox"/>
Step 4	Post “Testing in Progress—Do Not Disturb” sign outside room. <input type="checkbox"/>
Step 5	Hang mathematics poster (grades 4 and 8 operational and/or pilot sessions). <input type="checkbox"/>
Step 6	Write teacher names and corresponding teacher numbers on board (grades 4 and 8 operational and/or pilot sessions). <input type="checkbox"/>
Step 7	Write School Identification Number on board (grades 8 and 12). <input type="checkbox"/>
Step 8	Quality Control Check of Assessment Room by AC. <input type="checkbox"/>

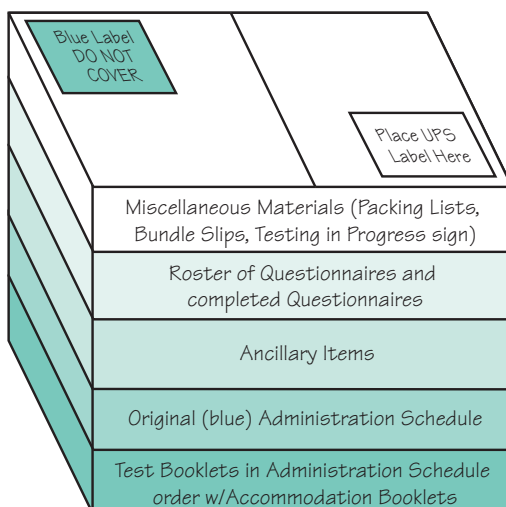
Post-Assessment Checklist

Procedure 12: Completing the Administration Schedule	
Step 1	Enter Admin. Code in column P for every student listed on the Administration Schedule. <input type="checkbox"/>
Step 2	Enter Admin. Code 52 for all unassigned booklets on Administration Schedule. <input type="checkbox"/>
Step 3	Complete top of Administration Schedule. <ul style="list-style-type: none"> • Record total number of students who did not participate in the session “# Absent” box. Include students with Admin. Codes “40-45, 48” and “49” in column P. • Record total number of parent/student refusals in the “# Refused” box. Will be coded “46” or “47” in column P. • Record total number of students assessed in the “# Assessed (Original Session)” box. This is the total of the Admin. Codes “10-14” and “70-82” in column P <input type="checkbox"/>
Step 4	Verify that all necessary items on the Administration Schedule are completed. Give Administration Schedule to AC. <input type="checkbox"/>

Procedure 13: Coding the Booklet Covers	
Step 1	Verify that each booklet has the correct School ID Number. <ul style="list-style-type: none"> • Record NAEP School ID Number in the School # box if box is blank. • Record the NAEP School ID Number on unused booklet covers. <input type="checkbox"/>
Step 2	Verify that teacher number has been recorded on booklet cover for all used grade 4 and 8 booklets. Record if necessary. <input type="checkbox"/>
Step 3	Enter each Admin. Code from column P of the Administration Schedule in the Administration Code box on booklet cover. <input type="checkbox"/>
Step 4	Write an explanation on the booklet cover for an Admin. Code that requires one (Admin. Codes “12-14”, “22-24”, “48”, and “79”) <input type="checkbox"/>
Step 5	Record the accommodations received. <ul style="list-style-type: none"> • Fill in “Y” oval next to each accommodation code received. • Or, fill in “N” oval for no accommodations received. <input type="checkbox"/>
Step 6	For students offered the extended time accommodation, record total minutes student took to complete the cognitive sections in “Total Time for Accommodation” box. This information must be recorded whether or not the extended time was used. <input type="checkbox"/>
Step 7	Record Admin. Code “52” on booklet cover for all unassigned booklets. <input type="checkbox"/>
Step 8	Verify student identification labels have been removed from booklet covers. Remove if necessary. <input type="checkbox"/>
Step 9	Verify that ancillary materials have been removed from booklets. Remove if necessary. <input type="checkbox"/>
Step 10	Put booklets, including those separated during preparation activities, back into Administration Schedule order. <input type="checkbox"/>
Step 11	Band the booklets together. Place the Administration Schedule on top of the stack. <input type="checkbox"/>
Step 12	Quality Control Check of Booklets by AC. <input type="checkbox"/>

Procedure 14: Packing the Session Box	
A.	Pack the boxes according to Pearson procedure.
Step 1	<p>Place all used and unused booklets, in Administration Schedule order, at the bottom of the box.</p> <ul style="list-style-type: none"> Place used accommodation booklets with the original booklets. Fold large-print accommodation booklets and place on top of the stack of booklets. Band all booklets together.
Step 2	Place the original (blue) Administration Schedule with names removed into the box. This Administration Schedule has not been marked "SCHOOL COPY."
Step 3	Place remaining ancillary materials that are not to be given to the AC into the box.
Step 4	If you have the box for session number ending in 01, place the Roster of Questionnaires (without names) , and the completed School, Teacher, Department Chair, SD and/or LEP Questionnaires into the box.
Step 5	Place the miscellaneous materials, such as packing lists and Bundle Slips, into the box last.
B.	Give bulk supplies and any ancillary materials that will be given to the school to the AC.
C.	Give Session Box to AC for final QC check of session materials.

Session 01 Box



Remaining Session Box(es)

