ITEM NO. 1830-Q

Subject:  State Police Lieutenants and Captains – NP-9 Bargaining Unit
Meals and Incidental Expense rates for Official State Travel

Effective:  January 13, 2012

Pursuant to §5-141c-5(d) of the Connecticut State Travel Regulations, the
Commissioner of Administrative Services and Secretary of the Office of Policy and
Management authorize the following meal and incidental expenses per diem rate for
NP-9 Bargaining Unit State Police Lieutenants and Captains for travel occurring on or

Meals and incidental expenses for official state travel for which reimbursable expenses
are payable will be reimbursed at the following rates for domestic travel both in and out
of state:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$11</td>
</tr>
<tr>
<td>Lunch</td>
<td>$15</td>
</tr>
<tr>
<td>Dinner</td>
<td>$26</td>
</tr>
<tr>
<td>Gratuities on Meals</td>
<td>15% (maximum)</td>
</tr>
<tr>
<td>Taxes on Meals</td>
<td>Actual Cost</td>
</tr>
</tbody>
</table>

According to the Comptrollers Memorandum No. 2004-33, per diem meals and/or
incidental expenses reimbursed at an amount exceeding the applicable U.S. GSA rate
are reportable to the IRS.

Donald J. DeFrancesco, Commissioner  Date
Department of Administrative Services

Benjamin Barnes, Secretary  Date
Office of Policy and Management