



Date \_\_\_\_\_

**Location**

Email @k12.wv.us

[illegible]

**Employee Signature**

Instructions:

- Revised 8/2026

Hancock County Schools  
Per Diem Rates  
As of October 1, 2025

|                  | Date of<br>Departure (75%) | Non-Travel<br>Days Away (100%) | Date of<br>Return (75%) |
|------------------|----------------------------|--------------------------------|-------------------------|
| Charleston, WV   | 51.00                      | 68.00                          | 51.00                   |
| Morgantown, WV   | 51.00                      | 68.00                          | 51.00                   |
| Remainder of WV  | 51.00                      | 68.00                          | 51.00                   |
| Atlanta, GA      | 64.50                      | 86.00                          | 64.50                   |
| Baltimore, MD    | 64.50                      | 86.00                          | 64.50                   |
| Charlotte, NC    | 60.00                      | 80.00                          | 60.00                   |
| Chicago, IL      | 69.00                      | 92.00                          | 69.00                   |
| Las Vegas, NV    | 64.50                      | 86.00                          | 64.50                   |
| Louisville, KY   | 60.00                      | 80.00                          | 60.00                   |
| Nashville, TN    | 64.50                      | 86.00                          | 64.50                   |
| New Orleans, LA  | 60.00                      | 80.00                          | 60.00                   |
| New York, NY     | 69.00                      | 92.00                          | 69.00                   |
| Orlando, FL      | 60.00                      | 80.00                          | 60.00                   |
| Philadelphia, PA | 69.00                      | 92.00                          | 69.00                   |
| San Antonio, TX  | 55.50                      | 74.00                          | 55.50                   |
| Washington, DC   | 69.00                      | 82.00                          | 69.00                   |

To check the rate for any city not listed go to the website listed below, click on the appropriate state and use the rate in the far right column entitled "M&IE"

<https://www.gsa.gov/travel/plan-book/per-diem-rates>