

Rate Exception Card

Employees are expected to choose hotel properties below the rates set forth in the hotel rate card charts below. Local rates are also outlined in the County Specific Guidelines for a traveler's destination country. The rates represented are not inclusive of taxes, VAT, or GST. In some metropolitan areas, the destination country's hotel rate limit is not reasonable, acceptable deviations for each country are listed below:

LATIN AMERICA HOTEL RATE CARD		
Country	Daily Hotel Rate	Daily Meal Allowance
Argentina	ARS 2300	Standard
Brazil	550 BRL	Standard
• Rio de Janeiro, São Paulo	720 BRL	
Chile	90,000 CLP	Standard
Colombia	350,000 COP	Standard
• Bogota	470,000 COP	
Guatemala	1,000 GTQ	Standard
Costa Rica	69500 CRC	Standard
Mexico	2900 MXN	Standard
• Mexico City	3600 MXN	
Panama	150 PAB	Standard
Peru	500 PEN	Standard

ASIA-PACIFIC HOTEL RATE CARD		
Country	Daily Hotel Rate	Daily Meal Allowance
Australia	250 AUD	Standard
• Sydney, Melbourne, Perth	350 AUD	\$100
China	700 CNY	Standard
• Beijing, Shanghai	1900 CNY	\$75
Hong Kong	1950 HKD	\$75
India	9590 INR	Standard
• Mumbai, New Delhi	19650 INR	\$75
Japan	30000 JPY	Standard
• Tokyo		\$100
Malaysia	450 MYR	Standard
• Kuala Lumpur	520 MYR	



<ul style="list-style-type: none"> Selangor Kota Kinabalu 	600 MYR 640 MYR	
New Zealand	300 NZD	Standard
Philippines <ul style="list-style-type: none"> Manila 	4300 PHP 5800 PHP	Standard
Singapore	300 SGD	\$75
South Korea <ul style="list-style-type: none"> Busan (June – August) Seoul 	206550 KRW 267300 KRW 352350 KRW	Standard Standard \$75
Thailand <ul style="list-style-type: none"> Southern area Bangkok 	3000 THB 3500 THB 6400 THB	Standard
Taiwan <ul style="list-style-type: none"> Taipei City 	4500 TWD 7700 TWD	Standard \$85

EMEA HOTEL RATE CARD

Country	Daily Hotel Rate	Daily Meal Allowance
Austria	€160	Standard
Belarus	300 BYR	Standard
Belgium <ul style="list-style-type: none"> Brussels 	€165 €210	Standard
Bulgaria	215 BGN	Standard
Croatia	1125 HRK	Standard
Czech Republic	3220 CZK	Standard
Denmark <ul style="list-style-type: none"> Arhus, Copenhagen 	1100 DKK 2000 DKK	\$75
Estonia	€150	Standard
Finland	€130	\$75
France <ul style="list-style-type: none"> Paris 	€140 €275	Standard \$75
Georgia	300 GEL	Standard
Germany	€150	Standard
Ghana	800 GHS	Standard
Greece	€180	Standard
Hungary	62000 HUF	Standard
Iceland	19500 ISK	Standard



Ireland	€150	Standard
Israel	900 ILS	Standard
Italy	€140	Standard
• Genoa, Milan, Rome	€150	
Latvia	€150	Standard
Lithuania	€150	Standard
Kazakhstan – Astana	65000 KZT	Standard
Netherlands	€175	Standard
Norway	1500 NOK	
• Bergen, Trondheim	1700 NOK	\$75
• Oslo	2500 NOK	
Poland	575 PLN	Standard
Portugal	€135	Standard
Romania	500 RON	Standard
Russia	7775 RUB	
• Moscow	9330 RUB	Standard
Serbia	18000 RSD	Standard
South Africa	3020 ZAR	Standard
Sweden	1045 SEK	Standard
• Gothenburg, Stockholm	2825 SEK	\$100
• Lund, Malmo, Umea, Uppsala	2535 SEK	\$100
Slovakia	€130	Standard
Spain	€120	
• Madrid & Barcelona	€150	Standard
Switzerland	180 CHF	\$100
Turkey	400 TRY	Standard
United Kingdom	130 GBP	Standard
• Berkshire, Buckinghamshire, Hertfordshire, Essex, Hampshire, Kent, Surrey, Middlesex (Excluding Heathrow Airport)	160 GBP	Standard
• London & Heathrow Airport	230 GBP	\$75
Ukraine	4400 UAH	Standard

For travel to the United States and Canada, employees are expected to choose hotel properties below \$180 USD not inclusive of taxes. In some metropolitan areas, this is not reasonable. Acceptable deviations and the daily rate allowed for each state or province are listed below:

NORTH AMERICA RATE EXCEPTION CHART			
LOCATION	DAILY HOTEL RATE	HOTEL RATE EXCEPTION TIMEFRAME	DAILY MEAL ALLOWANCE
AK – Anchorage	\$275	May – September	Standard
AZ – Phoenix	\$250	January - April	Standard
BC – Victoria	\$245 CAD	June – September	Standard
CA – Beverly Hills	\$260	Year Round	\$75
CA - Burbank	\$200	Year Round	\$75
CA – Los Angeles, Pasadena, Long Beach	\$210	Year Round	\$75
CA – La Jolla	\$235	Year Round	\$75
CA – San Diego	\$225	Year Round	\$75
CA – San Francisco Bay Area, Palo Alto, Sunnyvale	\$375	Year Round	\$75
CA – Thousand Oaks	\$200	Year Round	\$75
CT – Norwalk, Stamford, Windsor, Windsor Locks, New Haven	\$200	Year Round	Standard
DC – Washington, DC	\$300	Year Round	\$75
FL – Miami	\$270 \$200 \$220	January – March April – September October - December	\$75
FL – Ft. Lauderdale	\$250	January - April	Standard
FL – West Palm Beach, Boca Raton, Jupiter	\$225	January - March	Standard
GA – Atlanta	\$200	Year Round	Standard
HI – Honolulu	\$250 \$330	January – 21 December –22 December – 31 December	\$75 (Year Round)
IA – Des Moines	\$200	Year Round	Standard
IL – Chicago & Suburbs	\$200 \$300 \$200	January – March April – November December	\$75
KY – Louisville	\$190	Year Round	Standard
MA – Brookline	\$300	March – November	\$100
MA – Boston, Cambridge	\$275 \$375 \$275	January – February March – November December	\$100

MA – Burlington, Newton, Woburn, Waltham	\$225	Year Round	Standard
MD – Baltimore	\$190	Year Round	Standard
MD – Bethesda, Gaithersburg	\$250	Year Round	Standard
MI – Detroit	\$200	Year Round	Standard
NJ – Bergen, Essex, Hudson & Morris Counties	\$250	Year Round	Standard
NJ – Bridgewater	\$280	Year Round	Standard
NJ – Rest of State	\$200	Year Round	Standard
NY – New York City	\$250 \$390 \$325 \$450	January – February March – June July – August September - December	\$100
NY – NYC Suburbs & Long Island	\$250	Year Round	Standard
OH – Cincinnati	\$200	Year Round	Standard
OR – Portland	\$190 \$210 \$190	January – March April – October November – December	Standard
PA – Philadelphia	\$250	Year Round	Standard
PR – San Juan	\$235	January – April	Standard
RI – Providence	\$230	Year Round	Standard
SC – Charleston	\$190	March – November	Standard
TN – Nashville	\$210	Year Round	Standard
TX – Houston	\$250	Year Round	Standard
VA – Northern VA (Falls Church, Vienna, Arlington, Alexandria)	\$260	Year Round	Standard
WA – Seattle	\$250 \$300 \$250	January – March April – October November - December	Standard

1.0 Document History

Effective Date	Version	Modified/Reviewed By	Brief Summary of Changes (if created from a template, include template code)
01-Mar-2018	M	Karen Mengel Leigh Fuge	Updates to Germany, Switzerland, Israel, Bulgaria. Ghana, Belarus