



**Metropolitan
Transit
System**

Policies and Procedures No. 44

Board Approval: 9/14/23

SUBJECT:

TRAVEL POLICY

PURPOSE:

To establish guidelines for San Diego Metropolitan Transit System (MTS) employees and MTS Board of Director (Board) members travelling on behalf of MTS. Attendance at relevant industry and professional conferences is an important facet of employee and Board member understanding of transit issues, emerging trends, and the ongoing professional development of staff.

POLICY:

- 44.1 Applicability. This policy applies to all MTS agencies including MTS, San Diego Transit Corporation, San Diego Trolley, Inc., and San Diego and Arizona Eastern Railway Co.
- 44.2 Board Member Attendance. MTS and its customers benefit from Board member engagement in state and national transit-related association activities such as those organized by the California Transit Association (CTA) and the American Public Transit Association (APTA). Each Board member is encouraged to attend one transit-related conference annually. The Chief Executive Officer (CEO) will survey the Board members annually to ascertain their interest in attending conferences. Budget, Brown Act, and other considerations may limit the number of Board members who may attend any given conference or meeting.
- 44.3 Travel by Board Member Alternate. Board alternates may attend one of the transit-related conferences, conditioned on the following:
- a. They are attending in the place of the regular member.
 - b. They attended 50 percent or more of the Board meetings in the past 12 months, or since appointment, whichever time is shortest.
- 44.4 Employee Attendance. Employees are encouraged to attend transit conferences, seminars, and training classes pertaining to their respective disciplines.
- 44.5 Other Meetings. Consistent with 44.2 through 44.4, full reimbursement will be

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San Diego Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc. and San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations). MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego. MTS is also the For-Hire Vehicle administrator for nine cities.



provided to any Board member or employee who is active on a CTA or APTA committee for travel and expenses related to a committee meeting. Other transit-related conferences or meetings may also merit attendance. Examples include meetings of the California Transportation Commission and legislative hearings. In such cases, the Chairperson (in the case of Board members) or the CEO (in the case of employees) will determine whether attendance is desirable, consider the remaining available travel budget, and decide who should attend.

- 44.6 Board Member Travel Arrangements. Board members will be notified in advance of conference details and basic travel arrangements such as arrival and departure dates and times, cost of the trip, date that members need to notify MTS of their interest in attending, and any potential cost impacts for changes made after that date. Board members desiring different travel arrangements will be financially responsible for any costs over and above those determined for the basic trip. Board members shall be notified in sufficient time to make changes with advance reservation discounts.
- 44.7 Travel Authorization. Employees traveling for work relating to or for the benefit of MTS must request advance approval through a "Travel Authorization Form" (Attachment A). The form must be completed and approved as soon as the need for travel is known, and if possible, at least two weeks prior to the trip. The requests shall be approved as follows: department managers or directors, Chief Operating Officer(s) (COO), Chief Financial Officer (CFO), and/or General Counsel. All requests must be approved by the CEO regardless of amount. After CEO approval, the request form will be routed back to the Finance Department. Finance will send a copy of the "Travel Authorization Form" to the traveler and keep the original as backup for a pending "Travel Expense Report."

This authorization form is a required step for reimbursement of travel expenses but will not by itself serve as the basis for reimbursement of travel costs, as reimbursement requests shall be made on a "Travel Expense Report" described in Section 44.8 and shown in Attachment C. Travel reservations will be made by the individual traveler or individuals as designated by the COO or CEO.

- 44.8 Expense Report. The "Travel Expense Report" portion of the form will be used to record actual trip expenses, and should be completed within two weeks from the return date. For employees, a department manager or director must indicate approval of the expenses (CEO approval for direct report travel; CEO, General Counsel, or CFO approval for Board member travel; and General Counsel approval of CEO travel). The form is routed to the Finance Department for processing, with a personal check attached for any funds due to MTS (if MTS direct expenses or travel advances exceed the total amount due). Failure to submit expense reports within this timeframe may result in not being reimbursed or collection actions taken if money is owed to MTS. Extensions may be granted by the CEO. For Board members, MTS will work with the Board member or their staff to assist them in preparing and approving this report.

All expenses should be itemized, including items MTS may have paid for in advance (e.g., airfare, conference registration) so that the report provides a complete record of all expenses. It is the traveler's responsibility to submit a completed report in order to receive prompt reimbursement.

- 44.9 Receipts. Itemized receipts for expenditures must be attached to the "Travel Expense Report" for all expenses where a receipt is practically attainable (mandatory, unless a written satisfactory explanation is provided for expenses in excess of \$10). Such written explanations may be subjected to approval by the CEO. Hotel charges must be evidenced by an itemized hotel bill, as a credit card receipt is not sufficient.
- 44.10 Travel Advances. Travel advances are provided on a case-by-case basis and approved by the CFO and/or CEO. A travel advance is a loan that provides cash resources to assist the employee while traveling and is not a payment by MTS for travel expenses. Persons requesting that MTS provide advance proceeds must request approval using the "Travel Advance Request" (Attachment B). This form must be completed and approved at least two weeks prior to the trip taking place, and advances will typically be distributed one week prior to the departure date. Any travel advance shall not exceed the total estimated amount of the trip less any items paid by MTS.

Travel costs incurred prior to departure may be reimbursed when paid. An example is a traveler paying for conference registration or booking and paying for air travel personally several weeks in advance. Reimbursements for these costs are not considered an advance. These items should be included on a "Request for Payment/Payment Voucher" or "Travel Expense Report" and only after the "Travel Authorization Request" has been approved.

- 44.11 Reasonable Travel Expenses. MTS reimburses for reasonable costs necessarily incurred for work travel in accordance with the terms of this policy and does not provide a per diem allowance. Itemized receipts for all meals, hotel, airfare, registration, etc must be provided. The following expenditure guidelines and the Annual Travel Cost Rates set by MTS (rates for the current calendar year are attached as Attachment E) should be observed as upper limits unless particular circumstances reasonably dictate otherwise:
- a. Upper Limits. Upper limits for meals, hotels, and similar costs will be updated, approved by the CEO, and published annually. See Attachment E for the current calendar year rates.
 - b. Air Travel. Air travel should be coach class for the most direct route. Traveler arrangements should be made as far as possible in advance in order to secure the most favorable rates. MTS will cover the cost if it is more cost effective (i.e., difference in airfare as compared to the additional cost for hotel and meals) to include a Saturday stay. Travelers should consider this option when practical. Refundable airfares may be purchased if warranted.
 - c. Personal Auto Use. In the event that a private auto is used for the trip, mileage will be paid in accordance with the current IRS Mileage Reimbursement Rates. Maximum reimbursement shall not exceed the cost of a comparable coach airfare to the same location.

- d. Ground Transportation. In using surface transportation, the most practical, least expensive alternative should be utilized. Such transportation includes travel to and from the airport and reasonable business-related trips at the location. Travelers are encouraged to utilize public transportation where available.
 - 1. Parking. MTS will reimburse the lesser of the parking cost for a personal auto left at the airport or the cost of a shuttle service, taxi, or ride share service to and from the airport. If a specific option is not feasible given the time of travel or other personal circumstances, a waiver should be requested.
- f. Personal Travel. A traveler may wish to combine MTS-related travel with personal travel or include family members in the trip. If personal travel is included within the trip, it must be notated on the "Travel Authorization Form." For trips that include personal travel, MTS will reimburse the cost equivalent to a single-person roundtrip for the most direct route between San Diego and the business travel location. MTS will not advance any payments to cover personal travel.
- g. Rental Car. The use of rental cars must be preapproved as part of the "Travel Authorization Form." In the event a rental car is required, MTS will reimburse rental car charges for up to a reasonably priced standard-size sedan, unless the nature of the travel or the number of employees traveling warrants a larger vehicle. The traveler will be responsible for the cost difference, if any, for any vehicle upgrades over a standard-size sedan. MTS will not reimburse for rental car insurance coverage since employees are included under MTS's general automobile insurance coverage.
- h. Meals (While in Travel Status). Meals, including tip, shall generally average no more than the maximum rate approved and published annually. Alcohol consumed with a meal is not reimbursable, including applicable taxes and tips related to the alcohol cost. The amount per day applies to each 24-hour day of travel, and partial days would be prorated accordingly. Exceptions to the maximum rates must be approved by the CEO or General Counsel.
- i. Business Meal. Reasonable business (involving outside persons or when necessary to conduct MTS-related business) meals are permitted. All such meals must be itemized, including the names of all attendees, with justification.
- j. Hotel. Travelers will be reimbursed for the cost of a reasonably priced single-occupancy hotel room. The maximum reimbursement is limited to the rate approved and published in this Policy (Attachment E). IRS Notice 2022-44 (Attachment F) provides high-cost localities and timeframes in which maximum limits are eligible for reimbursement. However, travelers are not required to stay in unsafe locations or locations that would result in long commutes to their meetings simply to meet those limits. These maximum limits do not apply if the traveler is staying at a hotel where a conference is being held. The CEO may

authorize a waiver of the maximum limits in the event (1) the conference hotel is fully booked and the traveler stays at a nearby hotel with a rate reasonably comparable to the conference hotel rate; or (2) a safe and convenient hotel within the maximum rates is not identified within reasonable proximity to the meeting or event necessitating the business travel.

- k. Other Business-Related Expenses. Other business-related expenses while traveling such as supplies, equipment rental, reprographics, facsimiles, internet access, and other documented business-related expenses may be reimbursed when traveling on MTS business and used for MTS purposes.
- l. Travel Outside of the U.S. Reimbursement for travel outside the U.S. will be calculated at the average exchange rate during the trip. All reimbursement for any Value Added Taxes charged for hotel accommodations must be returned to MTS.
- m. Registration. Travelers requesting to attend a conference or training that requires registration should do so in sufficient time to take advantage of any discounts.
- n. Additional Conference Events or Costs. Conference luncheons, special banquets, or other set-price official affairs that exceed the actual cost listed under meals may be reimbursed if they are necessary to the attendance of the conference and must be authorized in advance with the submission of the "Travel Authorization Form".
- o. Cancellation Penalties. In the event that registration, airfare, hotel deposit, or any other such items that require prepayment are paid and the traveler is unable to attend and the prepayment is nonrefundable, then the traveler may be responsible for reimbursing MTS for the full cost unless the inability to attend is for valid business reasons, medical conditions, or personal emergencies, as approved by the CEO for employees or by the Executive Committee for Board members.
- p. Non-allowable Expenses. MTS will not provide any reimbursement for personal entertainment expenses, alcoholic beverages, movies in hotels, personal items, charitable contributions, air travel insurance, any travel expenses for family members (including but not limited to transportation, hotels, and meals), or any other expenses not deemed necessary for business purposes.
- q. Political Events. MTS will not provide reimbursement for expenses incurred for the purpose of attending political events. An event shall be considered "political" if it is held for the purpose of supporting, opposing, or raising money to support or oppose any candidate, ballot measure, or political party.

- r. Non-Discrimination. MTS will not provide any reimbursement for expenses incurred with any private club or establishment that discriminates on the basis of race, color, national origin, disability, gender, religion, sexual orientation, or other legally protected characteristic or class in its membership policy.

Exceptions to these guidelines must be approved by the CEO for employees and by the Executive Committee for Board members.

- 44.12 Within-Area Expenses. The form entitled "Expense Report (within area expenses)" (see Attachment D) must be used to record any eligible expenses. This report applies to expenses incurred within the San Diego County area only.
 - a. Submittal of Form. Employees must submit this form together with receipts after applicable expenses are incurred.
 - b. Eligible Expenses. Eligible expenses must be related to and necessary for carrying out MTS business. They may include, but not be limited to, business meals or meetings, mileage, parking, or other miscellaneous out-of-pocket expenses related to MTS business. The CEO or CFO may, in their judgment, disallow any extraordinary or inappropriate expenses. Whenever possible, local travel should be by public transportation. If it is impractical to use public transit, an MTS vehicle or private auto should be used.
 - c. Description and Purpose. The report should include the date, description / purpose (including destination), and the applicable department / account code (if operations) or the applicable project / task detail (if capital).
 - d. Approvals. All necessary approvals must be obtained in advance and the completed form must be submitted to the Finance Department within one week after expenses are incurred.

44.13 Non-Exempt Employee Travel Time Compensation Guidelines

- a. Travel Time. MTS pays non-exempt employees for travel time in accordance with the Fair Labor Standards Act (FLSA).
- b. Home to Work Travel. In general, the time an employee spends commuting from home to work and from work to home is not work time and is not compensable.
- c. Single-Day Travel. Time spent by a non-exempt employee in travel as part of his or her normal work activities (travel is performed for the benefit of MTS and at its request), such as travel to a seminar during regular working hours, is considered hours worked. If the employee is required to travel to another city and return home in the same day, the travel time to and from the other city is considered hours worked regardless whether the travel occurs within the employee's normal work schedule or by common carrier. However, meal periods and the travel time between the employee's home and the point of public transportation (i.e. airport, train station) are not considered hours worked.

d. Overnight Travel. Travel by a non-exempt employee who (at the request and for the benefit of MTS) will be away from home overnight is work time only during those periods that coincide with the employee's regular working hours (i.e. Monday through Friday 9 a.m. to 5 p.m.). Such time is counted as hours worked even if it occurs on a non-working day (i.e. Saturday or Sunday between 9 a.m. and 5 p.m.). Travel outside regular working hours as a passenger in a plane, train, boat, bus or automobile is not considered hours worked. Driving a vehicle, regardless of whether the travel takes place within or outside normal work hours, counts as hours worked if it is for the benefit of MTS. (If an employee drives a car as a matter of personal preference in lieu of a different authorized mode of travel, only the estimated travel time associated with the authorized mode will be counted as hours worked.) To the extent that an employee performs work while traveling (i.e. preparing for a meeting, reviewing documents, making telephone calls), this time constitutes hours worked even if the travel time would otherwise not be compensable. Regular meal periods and time spent at a hotel with freedom to use time for the employee's own purposes is not compensable. The employee will not be compensated for time not working even if it occurs within the employee's regular work schedule (i.e. employee goes sightseeing).

e. Non-exempt employees shall record and report all hours worked in accordance with the above guidelines. Overtime will be paid to the extent that hours worked, including travel hours specified above, exceed 40 hours in a workweek. If you have any questions, please contact Human Resources.

POLICY.44.TRAVEL EXPENSE POLICY

Attachments: A. Travel Authorization Form
B. Travel Advance Request
C. Travel Expense Report
D. Expense Report (within-area expenses)
E. Annual Travel Cost Rates
F. IRS Notice 2022-44

Original Policy approved on 8/12/93.

Policy amended on 10/27/94.

Policy revised on 4/29/04.

Policy revised on 1/26/06.

Policy revised on 7/19/07.

Policy revised on 6/24/10.

Attachments updated by Staff 1/16/13.

Policy and attachments revised on 9/12/13.

Attachments updated by Staff 7/24/14.

Attachments updated by Staff 5/18/15.

Attachments updated by Staff 2/2/16.

Policy and attachments revised on 1/19/17.

Attachments updated by Staff 6/21/17.

Policy and attachments revised on 09/14/23

Attachments updated by Staff 1/09/24

Attachments updated by Staff 01/02/25

Attachment A

(Revised 01.02.2025)



TRAVEL AUTHORIZATION FORM

(complete this form first, before any travel expenses are incurred)

- MTS
- SDTC
- SDTI

PART I - EMPLOYEE INFORMATION

Report Date: <u>1/2/2025</u>	Costs to be charged to:
Employee Name: _____	Department/Acct Code: _____
Title: _____	OPERATIONS ONLY
Department Name: _____	Project/Task Detail: _____
	CIP ONLY
Travel Dates: _____	Location: _____
Meeting Name/Purpose: _____	
<input type="checkbox"/> Check this box if travel expenses are to be partially or fully paid by a third party vendor.	

PART II - TOTAL ESTIMATED EXPENSES

Transportation	
Air	
Train	
Car	
<i>Mileage rate = .70¢ / mile</i>	
<i>Rental car insurance is not reimbursable</i>	
Total Transportation	\$ -
Shuttles / Taxi / Parking	
Lodging	
Days	
Rate	
Total Lodging	\$ -
Meals	
Days	
Rate	
Total Meals	\$ -
Other Costs	
Registration	
Other	
Other	
Total Other	\$ -
Grand Total Estimated Expenses	
\$ -	
Less: Amount To Be Paid Directly By MTS	
\$ -	
Maximum Amount To Be Paid By Traveler	
\$ -	

PART III - SIGNATURES and APPROVALS

	Signature	Date
Traveler:	_____	_____
Department Manager / Director:	_____	_____
COO / CFO / General Counsel:	_____	_____
Budget Manager:	_____	_____
CFO / General Counsel:	_____	_____
Chief Executive Officer:	_____	_____

Attachment B

(Revised 01.02.2025)



TRAVEL ADVANCE REQUEST
(complete this form, if needed, to request cash for travel)

- MTS
- SDTC
- SDTI

PART I - EMPLOYEE INFORMATION

Report Date: _____ 1/2/2025 _____

Employee Name: _____

Title: _____

Department Name: _____

Travel Dates: _____

Meeting Name/Purpose: _____

PART II - TOTAL ESTIMATED EXPENSES

Grand Total Estimated Expenses (from travel authorization form)	\$	-
Less: Amount To Be Paid Directly By MTS (from travel authorization form)	\$	-
Maximum Amount To Be Paid By Traveler (from travel authorization form)	\$	-
Total Advance Requested	\$	-

PART III - SIGNATURES and APPROVALS

Signature

Date

Traveler: _____

Department Manager / Director: _____

COO: _____

CFO / General Counsel: _____

Chief Executive Officer: _____

Attachment C

(Revised 01.02.2025)



TRAVEL EXPENSE REPORT

(complete this form no later than 1 week after return from travel)

- MTS
- SDTC
- SDTI

PART I - EMPLOYEE INFORMATION

Report Date: 1/2/2025 **Costs to be charged to:**

Employee Name: _____ Department/Acct Code: _____

Title: _____ **OPERATIONS ONLY**

Department Name: _____ Project/Task Detail: _____

CIP ONLY

Meeting Name/Purpose: _____

PART II - TOTAL EXPENSES

		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	Total
Travel Dates								
Location (City, State)								
Transportation**								\$ -
Shuttles/Taxis								\$ -
Parking								\$ -
Lodging								\$ -
Meals (Use Detail Tabs)	Breakfast (\$30 daily limit)*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Lunch (\$30 daily limit)*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Dinner (\$50 daily limit)*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other:	Registration							\$ -
Other:								\$ -
Other:								\$ -
Other:								\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1. Travel expense report must be filled within one week after completing trip. Total Expenses \$ -

2. Attach receipts for all purchases over \$10. Explain all items over \$10 not having receipts. Less MTS Paid Items (please enter a + number)

Subtotal \$ -

3. Include related trip items paid separately by MTS; mark with an asterisk. Less Cash Advanced (please enter a + number)

*There is an overall daily cap of \$90.00 Amount Due \$ -

**Rental car insurance is not reimbursable.

PART III - SIGNATURES and APPROVALS

I certify that the above report is true and correct. CEO approval of exception(s) from the Travel Policy: _____

	Printed Name	Signature	Date
Traveler:	_____	_____	_____
Manager/Supervisor (Up to \$3000):	_____	_____	_____
Department Director (Up to \$5000):	_____	_____	_____
Chief Financial Officer:	_____	_____	_____

Attachment D

(Revised 01/02/2025)



**EXPENSE REPORT
(within-area expenses)**

- MTS
- SDTC
- SDTI

Finance Use Only:

PEID _____

PART I - EMPLOYEE INFORMATION

Employee Name: _____

Period: _____ to _____

Employee Signature: _____

I certify that the expenses reported are true and correct.

PART II - EXPENSES AND MILEAGE DETAIL

Date	OPERATIONS ONLY	CIP ONLY	Description / Purpose	Telephone 555100	Meeting Exp. 575230	Mileage (\$.70/mile) 575230	Other	
	Dept./Acct Code	Project/Task Detail						
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -	
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -	
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -	
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -	
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -	
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -	
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -	
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -	
_____	_____	_____	_____	\$ -	\$ -	\$ -	\$ -	
TOTALS				\$ -	\$ -	\$ -	\$ -	
							GRAND TOTAL	\$ -

PART III - APPROVALS

Department Director (Up to \$500): _____

Chief Financial Officer (Up to \$1500): _____

Chief Executive Officer (CEO): _____

Expense Report Instructions

1. Employees must submit this form when requesting reimbursement. This report applies to expenses incurred within the San Diego metropolitan area only.
2. Eligible expenses must be related to and necessary for carrying out MTS business. They may include, but are not limited to, business meals, or meetings, parking, or other miscellaneous out-of-pocket expenses related to MTS business. The CFO or CEO may, in their judgment, disallow any extraordinary or inappropriate expenses. Attach receipts for all out-of-pocket expenses.
3. Briefly describe the item or the destination and the purpose.

Attachment E
Annual Travel Cost Rates
Calendar Year 2025

Hotel Maximum (quoted price - not including taxes or fees)

Medium/Low Cost Localities	\$200.00
High Cost Localities (IRS Notice 2022-44)	\$275.00

Average Daily Meal Maximum

All Localities	\$ 90.00
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Mileage Reimbursement Rate

As set by the IRS, effective January 1, 2025	
per mile	\$ 0.70

NOTES:

1. These are maximum rates. A higher cap may be obtained if pre-authorized by the CEO. Rates must be reasonable and necessary under the circumstances and will customarily be lower.

2. Meal caps are detailed out below, with an overall daily cap of \$90.00

Breakfast - \$30.00
Lunch - \$30.00
Dinner - \$50.00

3. If a conference registration fee covers meals, employees are to participate in those meals.

4. Small / Medium U.S. Cities are defined for this rate structure as those with less than 1 million persons in the metropolitan area.

Large U.S. Cities are defined for this rate structure as those with more than 1 million persons in the metropolitan area.

5. The Mileage Rate is directly tied to the rate set by the IRS and will be revised more frequently than annually if done so by the IRS.

Attachment F

IRS Notice 2024-68 – 2025 High-Cost Locality Listing

Key City	County or Other Defined Location	Portion of Calendar Year
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Alabama

Gulf Shores	Baldwin	June 1 – July 31
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Arizona

Phoenix/ Scottsdale	Maricopa	February 1 – March 31
Sedona	City limits of Sedona	October 1 – December 31 and March 1 – September 30

California

Los Angeles	Los Angeles, Orange, and Ventura, and Edwards AFB, less the city of Santa Monica	October 1 – September 30
Mammoth Lakes	Mono	December 1 – March 31
Monterey	Monterey	October 1 – September 30
Napa	Napa	October 1 – November 30 and February 1 – September 30
Palm Springs	Riverside	October 1 – April 30
San Diego	San Diego	October 1 – September 30
San Francisco	San Francisco	October 1 – September 30
San Luis Obispo	San Luis Obispo	June 1 – July 31
Santa Barbara	Santa Barbara	October 1 – September 30
Santa Monica	City limits of Santa Monica	October 1 – September 30
South Lake Tahoe	El Dorado	December 1 – March 31
Sunnyvale/ Palo Alto/San Jose	Santa Clara	October 1 – September 30
Yosemite National Park	Mariposa	January 1 – April 30

Colorado

Aspen	Pitkin	October 1 – September 30
Denver/Aurora	Denver, Adams, Arapahoe, and Jefferson	October 1 – October 31 and April 1 – September 30
Silverthorne/ Breckenridge	Summit	December 1 – March 31
Steamboat Springs	Routt	December 1 – March 31
Telluride	San Miguel	October 1 – September 30
Vail	Eagle	October 1 – September 30

Delaware

Lewes	Sussex	June 1 – August 31
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Key City	County or Other Defined Location	Portion of Calendar Year
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District of Columbia

Washington, D.C. (also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)		October 1 – September 30
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Florida

Boca Raton/Delray Beach/Jupiter	Palm Beach and Hendry	January 1 – April 30
Bradenton	Manatee	February 1 – March 31
Cocoa Beach	Brevard	February 1 – March 31
Fort Lauderdale	Broward	January 1 – April 30
Fort Myers	Lee	January 1 – March 31
Fort Walton Beach/DeFuniak Springs	Okaloosa and Walton	June 1 – July 31
Gulf Breeze	Santa Rosa	June 1 – July 31
Key West	Monroe	October 1 – September 30
Miami	Miami-Dade	December 1 – May 31
Naples	Collier	December 1 – April 30
Panama City	Bay	June 1 – July 31
Sarasota	Sarasota	February 1 – April 30
Sebring	Highlands	February 1 – March 31
Stuart	Martin	February 1 – March 31
Tampa/St. Petersburg	Pinellas and Hillsborough	February 1 – April 30
Vero Beach	Indian River	December 1 – April 30

Georgia

Atlanta	Fulton and DeKalb	January 1 – March 31
Jekyll Island/Brunswick	Glynn	March 1 – July 31

Idaho

Boise	Ada	October 1 – October 31 and June 1 – September 30
Coeur d'Alene	Kootenai	June 1 – August 31
Sun Valley/Ketchum	Blaine and Elmore	December 31 – March 31 and June 1 – September 30

Key City	County or Other Defined Location	Portion of Calendar Year
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Illinois

Chicago	Cook and Lake	October 1 – November 30 and April 1 – September 30
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Maine

Bar Harbor/ Rockport	Hancock and Knox	October 1 – October 31 and May 1 – September 30
Kennebunk/Kittery/ Sanford	York	July 1 – August 31
Portland	Cumberland and Sagadahoc	October 1 – October 31 and June 1 – September 30

Maryland

Ocean City	Worcester	June 1 – August 31
Washington, D.C. Metropolitan Area	Montgomery and Prince George's	October 1 – September 30

Massachusetts

Boston/Cambridge	Suffolk and city of Cambridge	October 1 – September 30
Falmouth	City limits of Falmouth	July 1 – August 31
Hyannis	Barnstable less the city of Falmouth	July 1 – August 31
Martha's Vineyard	Dukes	October 1 – September 30
Nantucket	Nantucket	June 1 – September 30

Michigan

Mackinac Island	Mackinac	July 1 – August 31
Petoskey	Emmet	June 1 – August 31
Traverse City	Grand Traverse	July 1 – August 31

Minnesota

Duluth	St. Louis	October 1 – October 31 and June 1 – September 30
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Montana

Big Sky/ West Yellowstone/ Gardiner	Gallatin and Park	June 1 – September 30
Kalispell/Whitefish	Flathead	July 1 – September 30

Key City	County or Other Defined Location	Portion of Calendar Year
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New Jersey

Toms River	Ocean	July 1 – August 31
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New York

Glens Falls	Warren	July 1 – August 31
Lake Placid	Essex	July 1 – August 31
New York City	Bronx, Kings, New York, Queens, and Richmond	October 1 – December 31 and March 1 – September 30
Saratoga Springs/Schenectady	Saratoga and Schenectady	July 1 – August 31

North Carolina

Kill Devil Hills	Dare	June 1 – August 31
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Oregon

Bend	Deschutes	June 1 – August 31
Eugene/Florence	Lane	June 1 – July 31
Seaside	Clatsop	July 1 – August 31

Pennsylvania

Hershey	Hershey	June 1 – August 31
Philadelphia	Philadelphia	October 1 – November 30 and April 1 – September 30

Rhode Island

Jamestown/ Middletown/ Newport	Newport	October 1 – October 31 and June 1 – September 30
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South Carolina

Charleston	Charleston, Berkeley, and Dorchester	October 1 – September 30
Hilton Head	Beaufort	March 1 – August 31

Tennessee

Nashville	Davidson	October 1 – September 30
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Utah

Moab	Grand	October 1 – October 31, March 1 – June 30, and September 1 – September 30
Park City	Summit	October 1 – September 30

Key City	County or Other Defined Location	Portion of Calendar Year
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Vermont

Burlington	Chittenden	October 1 – October 31 and May 1 – September 30
Manchester	Bennington	October 1 – October 31 and August 1 – September 30
Montpelier	Washington	October 1 – October 31 and August 1 – September 30

Virginia

Virginia Beach	City of Virginia Beach	June 1 – August 31
Wallops Island	Accomack	July 1 – August 31
Washington, D.C. Metropolitan Area	Cities of Alexandria, Falls Church, and Fairfax; counties of Arlington and Fairfax	October 1 – September 30

Washington

Port Angeles/ Port Townsend	Clallam and Jefferson	July 1 – August 31
Seattle	King	October 1 – September 30

Wyoming

Jackson/Pinedale	Teton and Sublette	October 1 – September 30
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