

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

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October 6, 2021

Lodging and M&IE Rate Changes

Effective October 1, 2021, default CONUS (Continental United States) lodging and M&IE (Meals and Incidental Expenses) rates have been updated by the United States General Services Administration (GSA). As a result, university travel lodging and meal rates have been updated in the Chrome River system.

The standard lodging rate remains the same at \$96 and all non-standard areas (NSA) will remain at FY21 levels. Chrome River will adjust rates based upon lodging location.

FY22 seasonal lodging rates for Blacksburg (Montgomery County, Virginia)

2021			2022								
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
\$123	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$123	\$123	\$123

The standard M&IE rate is \$59. In FY22, there are 319 non-standard locations that have per diem rates higher than standard rate. The M&IE tiers range from \$59 - \$79. Chrome River will adjust rates based upon location.

M&IE Total	\$59*	\$64	\$69	\$74	\$79
Continental Breakfast/Breakfast**	\$13	\$14	\$16	\$17	\$18
Lunch**	\$15	\$16	\$17	\$18	\$20
Dinner**	\$26	\$29	\$31	\$34	\$36
Incidental Expenses	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel***	\$44.25	\$48.00	\$51.75	\$55.50	\$59.25

*Blacksburg, VA (Montgomery County, Virginia)

** The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your reimbursement. For example, if your trip includes meals that are already paid for by the university (such as through a registration fee for a conference), you will need to deduct those meals from your reimbursement.

*** This row lists the amount travelers receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

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Business Meal Rates

All university funds, regardless of their source or origin, are considered to be public funds, and are governed by Virginia law and University guidelines. Controller's Office [Procedure 20310a: Business Meals and Refreshments](#) provides guidance on the appropriate use of State funds related to business meals and refreshments. Public expenditures for food must be 1) in accordance with state policy, 2) reasonable and necessary, and 3) part of a bona fide business function of the University. Public funds may NOT be used for events considered to be primarily social in nature. A non-inclusive list of types of functions for which public funds may or may not be used is available in this procedure.

Authorized official business meals are reimbursed based on actual costs incurred up to the amount per the corresponding location in which the business meal was taken. The maximum allowable amounts in the table below, is 150 percent of the base allowable rate, inclusive of all taxes, tips and service fees.

	Business Meal Based Upon				
	FY22 Per Diem Rate Locations				
Per Person Rates	\$59	\$64	\$69	\$74	\$79
Continental Breakfast/Breakfast	\$19.50	\$21.00	\$24.00	\$25.50	\$27.00
Lunch	\$22.50	\$24.00	\$25.50	\$27.00	\$30.00
Dinner	\$39.00	\$43.50	\$46.50	\$51.00	\$54.00

If you have any questions, please contact the travel helpline at 540-231-0944 or travel@vt.edu.

Chrome River Lab

Chrome River Lab is now open every Wednesday, from 1:30pm to 3:30pm in the North End Center, Room 2450. The Controller's office travel team will be offering an opportunity to answer questions related to Chrome River and travel reimbursements. There is no registration required but we do ask that you wear your facemask. See you there!