

Procedure 20335r: Rates for Lodging and M&IE

A. Domestic Lodging and M&IE Rates (CONUS)

The University uses the Federal CONUS lodging and meals & incidental expenses (M&IE) rates. If neither the city nor the county is listed, the location is a standard destination with a rate of \$94 for lodging and \$55 for M&IE.

Notes:

- Lodging Rate excludes local taxes and surcharges.
- M&IE Rate includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken.
- To check allowable hotel rates by location, preferably by zip code, please use the gsa.gov web site.

A.1 Meals and Incidental Expense (M&IE) Breakdown:

The following table shows the breakdown of continental breakfast/breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government.

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|---------------------------------|---------|---------|---------|---------|---------|---------|
| M&IE Total | \$55 | \$56 | \$61 | \$66 | \$71 | \$76 |
| Continental Breakfast/Breakfast | \$13 | \$13 | \$14 | \$16 | \$17 | \$18 |
| Lunch | \$14 | \$15 | \$16 | \$17 | \$18 | \$19 |
| Dinner | \$23 | \$23 | \$26 | \$28 | \$31 | \$34 |
| Incidentals | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |
| First & Last Day of Travel* | \$41.25 | \$42.00 | \$45.75 | \$49.50 | \$53.25 | \$57.00 |

*The first and last calendar day of travel is calculated at 75 percent

B. Non-Domestic Lodging and M&IE Rates (OCONUS):

- For travel to territories not held by the United States, departments may obtain non-domestic lodging guidelines at the U.S. Department of State's web site: https://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Controller's Office Procedure

- For travel to all U.S. Territories (which includes Alaska and Hawaii), departments may obtain non-domestic lodging guidelines at the U.S. Department of Defense web site: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Note: Rates are subject to change each month.