

## 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 \$96 for lodging and \$59 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](http://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.

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
Incidentals	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel*	\$44.25	\$48.00	\$51.75	\$55.50	\$59.25

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

A.2 Business Meals Breakdown:

Business Meal Per Person Rates	Business Meal based upon Per Diem Rate Location of \$59	Business Meal based upon Per Diem Rate Location of \$64	Business Meal based upon Per Diem Rate Location of \$69	Business Meal based upon Per Diem Rate Location of \$74	Business Meal based upon Per Diem Rate Location of \$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

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](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)
- 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 for international locations.