**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 $98 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://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts)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 Based Upon  FY23 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 |

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**](https://www.defensetravel.dod.mil/site/perdiemCalc.cfm)

Note: Rates are subject to change each month for international locations.