**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 UponFY23 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.