

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 \$110 for lodging and \$68 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 <https://www.gsa.gov/travel?topnav=travel> 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	\$68	\$74	\$80	\$86	\$92
Continental Breakfast/Breakfast	\$16	\$18	\$20	\$22	\$23
Lunch	\$19	\$20	\$22	\$23	\$26
Dinner	\$28	\$31	\$33	\$36	\$38
Incidentals	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel*	\$51.00	\$55.50	\$60	\$64.50	\$69.00

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

A.2 Business Meals Breakdown:

	Business Meal Based Upon FY25 Per Diem Rate Locations				
Per Person Rates	\$68	\$74	\$80	\$86	\$92
Continental Breakfast/Breakfast	\$24	\$27.00	\$30.00	\$33.00	\$34.50
Lunch	\$28.50	\$30.00	\$33.00	\$34.50	\$39.00
Dinner	\$42.00	\$46.50	\$49.50	\$54.00	\$57.00

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
- 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.