Travel Subsistence

1. To determine per diem amounts for travel within the continental U.S. (CONUS):
   a. Go to [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)
   b. Choose the correct fiscal year for the period traveled; note that the federal fiscal year is from October 1 through September 30
   c. Click on the state(s) where travel takes place
   d. Determine the meals and incidental expense (M&IE) rate for the location; the standard CONUS rate noted at the top of the page for each state applies for all destinations not specifically listed in the table
      1) To determine the rate per meal for current periods, go to [www.gsa.gov/mie](http://www.gsa.gov/mie) and choose the column corresponding with the total M&IE rate determined in the above step
      2) Use the breakfast, lunch and dinner amounts as appropriate for the time period
      3) To determine rate per meal for prior periods, choose “Per Diem Files (Current & Archived)” then “Meals & Incidental Expenses (M&IE) Breakdown”

2. To determine per diem amounts for travel to foreign countries, Alaska, Hawaii and U. S. territories. (OCONUS)
   b. Use the drop down boxes on the right side under “OUTSIDE CONUS, Non-Foreign Overseas and Foreign” to select the travel location; exclude U. S. military installations
   c. Click on “CALCULATE”
   d. To determine meal reimbursement rates
      1) Add together the amounts in the “Local Meals” and “Local Incidental” columns for the travel location and season, using “Other” if the location isn’t listed; the total is needed for the next step even though the University does not reimburse the incidental expense per diem.
      2) To determine the rate per meal, go to the U.S. Department of State at: [http://aoprals.state.gov/content.asp?content_id=114&menu_id=81](http://aoprals.state.gov/content.asp?content_id=114&menu_id=81)
      3) Find the total M&IE rate determined in the above step
      4) Use the breakfast, lunch, and dinner amounts as appropriate for the time period
   e. To determine maximum lodging reimbursement rates for foreign countries, choose the rate associated with the locality and season.

Note: Domestic travel for purpose of general ledger code assignment is considered to be within United States, Canada and US Territories. Actual lodging cost is reimbursed for domestic travel which includes United States, Canada and US Territories. Foreign travel lodging costs reimbursed at lesser of actual travel or lodging rate in OCONUS.