



# FINDING PER DIEM RATES

Both foreign and domestic per diem rates may be found at the GSA website:  
[http://www.gsa.gov/portal/content/104877?utm\\_source=OCM&utm\\_medium=print-radio&utm\\_term=HP\\_01\\_Requested\\_perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts)

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# DOMESTIC TRAVEL

## STEP 1: Find the city you are traveling to

This may be done either:

- Enter the city name or ZIP** (Most major cities will be in the system, however, not all cities are available. If your city is not available, you will need to search by State first, then look for “Standard Rate.”)
- Click on the state.** If you are unable to locate the city, you will use the per diem rates listed next to “Standard Rate.”

The screenshot shows the GSA Per Diem Rates website. It features a search bar at the top right. Below the navigation menu, there are sections for 'Per Diem Rates' and 'FY 2014 Per Diem Rates Now Available'. A search form is present with fields for 'Enter your city', 'Enter your ZIP Code', and 'Find Per Diem Rates'. Below this is a 'SEARCH BY STATE' section with a dropdown menu for 'Select a State' and a 'Find Rates by State' button. A map of the United States is shown with a hand icon pointing to a state. There are also 'QUESTIONS' and 'TAX QUESTIONS?' sections on the right side.

*Example of “Standard Rate”- You will be traveling to Deltona, Florida but it is not listed below, you will then use the “Standard Rate”(usually at the top of the list) as your per diem. “Standard Rate” varies from state to state.*

The screenshot shows the GSA Per Diem Rates website for Florida. It features a search form with 'SEARCH BY CITY, STATE OR ZIP CODE' and 'SEARCH BY STATE' options. Below the search form is a table titled 'You searched for Florida' with columns for 'Primary Destination(s)', 'County (2, 3)', and 'Max Lodging by Month (excluding taxes)'. The 'Standard Rate' row is circled in red. The table also includes a 'Meals & Inc. Exp.' column.

Primary Destination(s)	County (2, 3)	Max Lodging by Month (excluding taxes)												Meals & Inc. Exp. <sup>1</sup>
		2012			2013									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	46
Altamonte Springs	Seminole	77	77	77	82	82	82	77	77	77	77	77	77	61
Boca Raton / Delray Beach / Jupiter	Palm Beach	84	84	84	118	118	118	84	84	84	84	84	84	71
Bradenton	Manatee	80	80	80	97	97	97	80	80	80	80	80	80	56
Cocoa Beach	Brevard	99	99	99	99	99	99	99	99	99	99	99	99	51
Deltona Beach	Volusia	82	82	82	101	101	101	101	101	101	101	82	82	51
Fort Lauderdale	Broward	124	124	124	164	164	164	137	137	101	101	101	101	71
Fort Myers	Lee	85	85	85	115	115	115	85	85	85	85	85	85	56

## STEP 2: Obtain Lodging and Meal Rates

Once you have found rates for your city (or Standard Rate if applicable), you will need:

- Lodging Rate- *be sure to use the lodging rate for the appropriate Month of your travel*
- Meals and Incidental Expenses (MIE)- *write it down, you will need this in the next step*

The screenshot shows the GSA Per Diem Rates website for Florida. It features a search form with 'SEARCH BY CITY, STATE OR ZIP CODE' and 'SEARCH BY STATE' options. Below the search form is a table titled 'You searched for Florida' with columns for 'Primary Destination(s)', 'County (2, 3)', and 'Max Lodging by Month (excluding taxes)'. The 'Standard Rate' row is highlighted with a hand icon. The table also includes a 'Meals & Inc. Exp.' column.

Primary Destination(s)	County (2, 3)	Max Lodging by Month (excluding taxes)												Meals & Inc. Exp. <sup>1</sup>
		2012			2013									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	46
Altamonte Springs	Seminole	77	77	77	82	82	82	77	77	77	77	77	77	61
Boca Raton / Delray Beach / Jupiter	Palm Beach	84	84	84	118	118	118	84	84	84	84	84	84	71
Bradenton	Manatee	80	80	80	97	97	97	80	80	80	80	80	80	56
Cocoa Beach	Brevard	99	99	99	99	99	99	99	99	99	99	99	99	51
Deltona Beach	Volusia	82	82	82	101	101	101	101	101	101	101	82	82	51
Fort Lauderdale	Broward	124	124	124	164	164	164	137	137	101	101	101	101	71
Fort Myers	Lee	85	85	85	115	115	115	85	85	85	85	85	85	56

**STEP 3: Find Your MIE Breakdown**

a) While on the same screen, click on the “Meals & Incidental Expenses Breakdown” link in the upper right-hand corner.

U.S. General Services Administration

WHAT GSA OFFERS DOING BUSINESS WITH GSA LEARN MORE BLOG

Home > Policy & Regulations > Travel and Relocation Policy > Per Diem > Per Diem Rates

### FY 2013 Per Diem Rates for Florida

(October 2012 - September 2013)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city:  Enter your ZIP Code:

OR

Florida   [Per Diem Map >](#)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACo\) website \(a non-federal website\)](#).

You searched for **Florida**

Primary Destination* (1)	County (2, 3)	Max Lodging by Month (excluding taxes)										Meals & Inc. Exp.**				
		2012 Oct	2012 Nov	2012 Dec	2013 Jan	2013 Feb	2013 Mar	2013 Apr	2013 May	2013 Jun	2013 Jul		2013 Aug	2013 Sep		
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	77	77	46
Altamonte Springs	Seminole	77	77	77	82	82	82	77	77	77	77	77	77	77	77	91
Boca Raton / Delray Beach / Jupiter	Palm Beach	84	84	84	118	118	118	118	84	84	84	84	84	84	84	71
Bradenton	Manatee	80	80	80	97	97	97	97	80	80	80	80	80	80	80	56
Cocoa Beach	Brevard	99	99	99	99	99	99	99	99	99	99	99	99	99	99	51
Daytona Beach	Volusia	82	82	82	101	101	101	101	101	101	101	101	101	101	82	51
Fort Lauderdale	Broward	124	124	124	164	164	164	137	137	137	137	137	137	137	137	71

b) You will then be directed to the following page:

U.S. General Services Administration

WHAT GSA OFFERS DOING BUSINESS WITH GSA LEARN MORE BLOG

Home > Policy & Regulations > Travel and Relocation Policy > Per Diem > Per Diem

### Meals and Incidental Expenses ( M&E) Breakdown

The following table is provided for federal employees who need to deduct provided meals from their daily meals and incidental expense (M&E) allowance. Refer to [Section 301.11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&E tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](#). The M&E rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&E Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&E rate that is provided for incidental expenses (currently \$5 for all tiers), as well as the amount federal employees receive for the first and last calendar day or travel. The first and last calendar day of travel is calculated at 75 percent.

M&E Total	\$46	\$51	\$56	\$61	\$66	\$71
Continental Breakfast/Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$23	\$26	\$29	\$31	\$34	\$36
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

c) On this page, locate the MIE Total from **STEP 2 a**. The breakdown of breakfast, lunch and dinner is provided here. *Note: As of July 1, 2013, Incidentals are only allowed for International travel. Incidentals should NOT be used when calculating Per Diem for ANY Travel Authority to avoid overestimating costs. If you return from international travel, incidental expenses would then be considered on your Travel Expense Statement.*

U.S. General Services Administration

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Home > Policy & Regulations > Travel and Relocation Policy > Per Diem > Per Diem

### Meals and Incidental Expenses ( M&E) Breakdown

The following table is provided for federal employees who need to deduct provided meals from their daily meals and incidental expense (M&E) allowance. Refer to [Section 301.11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&E tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](#). The M&E rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&E Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&E rate that is provided for incidental expenses (currently \$5 for all tiers), as well as the amount federal employees receive for the first and last calendar day or travel. The first and last calendar day of travel is calculated at 75 percent.

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Continental Breakfast/Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
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Dinner	\$23	\$26	\$29	\$31	\$34	\$36
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

# INTERNATIONAL TRAVEL

## STEP 1: Locate the International Travel Link

For [International Travel](#), click on the link for “The State Department Sets Foreign Rates.”

The screenshot shows the GSA website's "Per Diem Rates" page. At the top, there's a search bar and navigation tabs for "WHAT GSA OFFERS", "DOING BUSINESS WITH GSA", "LEARN MORE", and "BLOG". Below this, a sidebar on the left lists various links like "Per Diem Overview", "FY 2014 Per Diem Highlights", "Per Diem Mobile App", "FAQ", "Per Diem Contacts", "M&IE Breakdown", "Factors Influencing Lodging Rates", "Fire Safe Hotels", "Per Diem Rates", "Per Diem Forms (Archived)", and "Per Diem Mobile BlackBerry File Download". The main content area is titled "Per Diem Rates" and includes a sub-header "FY 2014 Per Diem Rates Now Available". It explains that rates are set by fiscal year and provides instructions on how to search by city, state, or ZIP code. A search form with fields for "Enter your city" and "Enter your ZIP Code" is present, along with a "FIND PER DIEM RATES" button. Below the search form is a "SEARCH BY STATE" section with a dropdown for "Fiscal Year 2013 (Current Year)" and a map of the United States. A hand icon is pointing to a state on the map. To the right of the map, there are sections for "QUESTIONS", "On the go?", "TAX QUESTIONS?", and "Per diem rates all in one file".

## STEP 2: Click on “Foreign Per Diem Rates by Location”

The screenshot shows the U.S. Department of State website's "Per Diem Rates" page. The page header includes the Department of State logo and the slogan "DIPLOMACY IN ACTION". Below the header is a search bar and navigation tabs for "SECRETARY KERRY", "MEDIA CENTER", "TRAVEL", "CAREERS", "BUSINESS", "YOUTH & EDUCATION", and "MYSTATEDEPARTMENT". The main content area is titled "Per Diem Rates" and includes a sub-header "Current and Prior Year Rates". A link for "Foreign Per Diem Rates by Location" is circled in red. Other links include "FTR Database on Incidental/Incidentals" and "Excel Version of Foreign Per Diem Rates". The page also includes a section for "Standardized Regulations (SSR)" and "General Information".

## STEP 3: Select the Appropriate Country

The screenshot shows the U.S. Department of State website's "Foreign Per Diem Rates by Location" page. The page header includes the Department of State logo and the slogan "DIPLOMACY IN ACTION". Below the header is a search bar and navigation tabs for "SECRETARY KERRY", "MEDIA CENTER", "TRAVEL", "CAREERS", "BUSINESS", "YOUTH & EDUCATION", and "MYSTATEDEPARTMENT". The main content area is titled "Foreign Per Diem Rates by Location" and includes a sub-header "You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking 'Go' will display Per Diem data for all locations within the country selected." A dropdown menu for "Country" is circled in red, showing "All Locations" selected. Below the dropdown menu is a "Go" button. The page also includes a section for "You may use the input field below to enter all or part of a post name. The percent sign '%' serves as a wildcard character. Clicking 'Go' will display a list of posts matching the name entered with links to the Per Diem data." and a "Post:" input field with a "Go" button.

#### STEP 4: Locate the Town you will Travel to

In this case, if we are traveling to Tirana, Albania, we would use the MIE Rates listed beside the city name. If your city is not listed, you will use "Other," similar to the "Standard Rate" used for Domestic Travel above.

U.S. DEPARTMENT OF STATE  
DIPLOMACY IN ACTION

SECRETARY KERRY MEDIA CENTER TRAVEL CAREERS BUSINESS YOUTH & EDUCATION MYSTATEDEPARTMENT

Office of Allowances  
Per Diem Rates  
Allowance Rates (Sec. 920)  
Standardized Regulations (DSSR)  
General Information  
Quarterly Report Indexes

Foreign Per Diem Rates in U.S. Dollars  
Country: ALBANIA  
Publication Date: 10/01/2013  
Previous Rates: 10/01/2013 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
ALBANIA	Other	01/01	12/31	92	42	134	N/A	10/01/2012
ALBANIA	Tirana	01/01	12/31	190	96	286	N/A	05/01/2013

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**(ALL RATES ARE LISTED IN USD [\$])**

#### STEP 5: Write Down Lodging and MIE Rates

\*Be sure that you are looking at rates for the correct date (see "Previous Rates"). If the incorrect date is displayed, select the correct date and click "Go".

U.S. DEPARTMENT OF STATE  
DIPLOMACY IN ACTION

SECRETARY KERRY MEDIA CENTER TRAVEL CAREERS BUSINESS YOUTH & EDUCATION MYSTATEDEPARTMENT

Office of Allowances  
Per Diem Rates  
Allowance Rates (Sec. 920)  
Standardized Regulations (DSSR)  
General Information  
Quarterly Report Indexes

Foreign Per Diem Rates in U.S. Dollars  
Country: ALBANIA  
Publication Date: 10/01/2013  
Previous Rates: 10/01/2013 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
ALBANIA	Other	01/01	12/31	92	42	134	N/A	10/01/2012
ALBANIA	Tirana	01/01	12/31	190	96	286	N/A	05/01/2013

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For Tirana, Albania, the Maximum Lodging Rate is \$190, MIE total is \$96.

#### STEP 6: Find the MIE Breakdown

Hit your browser's Back Button TWICE to return to the Foreign Per Diem Rate main page

U.S. DEPARTMENT OF STATE  
DIPLOMACY IN ACTION

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Allowance Rates (Sec. 920)  
Standardized Regulations (DSSR)  
General Information  
Quarterly Report Indexes

Foreign Per Diem Rates in U.S. Dollars  
Country: ALBANIA  
Publication Date: 10/01/2013  
Previous Rates: 10/01/2013 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
ALBANIA	Other	01/01	12/31	92	42	134	N/A	10/01/2012
ALBANIA	Tirana	01/01	12/31	190	96	286	N/A	05/01/2013

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**STEP 7: Select “FTR Appendix B (Breakdown of Meals/Incidentals)”**

The screenshot shows the U.S. Department of State website. The main navigation bar includes links for SECRETARY KERRY, MEDIA CENTER, TRAVEL, CAREERS, BUSINESS, YOUTH & EDUCATION, and MySTATEDEPARTMENT. Below this is a secondary navigation bar with categories like ABOUT STATE, POLICY ISSUES, COUNTRIES & REGIONS, ECONOMICS, ENERGY & ENVIRONMENT, ARMS CONTROL & INTERNATIONAL SECURITY, CIVILIAN SECURITY & DEMOCRACY, PUBLIC DIPLOMACY & PUBLIC AFFAIRS, and ASSISTANCE & DEVELOPMENT. The left sidebar contains a menu for the Office of Allowances, including Per Diem Rates, Allowance Rates, Standardized Regulations (DSSR), and General Information. The main content area is titled 'Per Diem Rates' and 'Current and Prior Year Rates'. A link for 'FTR Appendix B (Breakdown of Meals/Incidentals)' is highlighted with a red circle. Below this link, there is a paragraph explaining that Foreign Per Diem rates are established monthly by the Office of Allowances as maximum U.S. dollar rates for reimbursement of U.S. Government civilians traveling on official business in foreign areas.

**STEP 8: Locate the Appropriate MIE Amount for Breakdown**

Scroll down until you locate the MIE amount found in [Step 4 above](#). The MIE Breakdown (Breakfast, Lunch, Dinner, Incidentals) will be listed to the right of this amount.

The screenshot shows the U.S. Department of State website, specifically the 'Appendix B' page under 'Chapter 301-Federal Travel Regulation'. The title is 'Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance'. Below the title is a paragraph explaining that M&IE rates for localities in nonforeign areas are prescribed in Civilian Personnel Per Diem Bulletins, and for localities in foreign areas, they are established by the Secretary of State in Section 925. A table follows, showing the allocation of M&IE rates into Breakfast, Lunch, Dinner, and Incidentals.

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	0	0	0	1
\$2	0	0	1	1
\$3	0	1	1	1
\$4	1	1	1	1
\$5	1	1	2	1
\$6	1	2	2	1
\$7	1	2	3	1
\$8	1	2	3	2
\$9	1	2	4	2
\$10	2	2	4	2
\$11	2	3	4	2
\$12	2	3	5	2

*Note: As of July 1, 2013, Incidentals are only allowed for International travel. Incidentals should NOT be used when calculating Per Diem for ANY Travel Authority to avoid overestimating costs. If you return from international travel, incidental expenses would then be considered on your Travel Expense Statement.*

Example of International MIE Breakdown- You will be traveling to Foz do Iguacu, Brazil:



After following [STEP 1](#), [STEP 2](#) and [STEP 3](#) above, you arrive at the following page:

SECRETARY KERRY MEDIA CENTER TRAVEL CAREERS BUSINESS YOUTH & EDUCATION MYSTATEDEPARTMENT

ABOUT STATE POLICY ISSUES COUNTRIES & REGIONS ECONOMICS, ENERGY & ENVIRONMENT ARMS CONTROL & INTERNATIONAL SECURITY CIVILIAN SECURITY & DEMOCRACY PUBLIC DIPLOMACY & PUBLIC AFFAIRS ASSISTANCE & DEVELOPMENT

Office of Allowances  
 • Organization Chart

Per Diem Rates  
 • Foreign Per Diem Rates  
 • Other Per Diem Rates

Allowance Rates  
 • Allowance Rates (Sec. 920)  
 • Allowances By Location  
 • Allowances By Type  
 • Biweekly Updates

Standardized Regulations (DSSR)  
 • DSSR Table of Contents  
 • Search the DSSR

General Information  
 • Contact Us  
 • Effects of Administrative Furlough  
 • Frequently Asked Questions  
 • Summary of Allowances

Quarterly Report Indexes  
 • Reports

Select by  
 Select by Allowance  
 Printer F

**Foreign Per Diem Rates In U.S. Dollars**

Country: BRAZIL  
 Publication Date: 10/01/2013

Previous Rates: 10/01/2013 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
BRAZIL	Belem	01/01	12/31	183	106	289	N/A	09/01/2013
BRAZIL	Belo Horizonte	01/01	12/31	166	93	259	N/A	09/01/2013
BRAZIL	Brasilia	01/01	12/31			350	N/A	06/01/2012
BRAZIL	Fortaleza	01/01	12/31			324	N/A	06/01/2013
BRAZIL	Foz do Iguacu	01/01	12/31	133	68	201	N/A	09/01/2013
BRAZIL	Goiania	01/01	12/31	194	131	325	N/A	05/01/2012
BRAZIL	Manaus	01/01	12/31	155	88	243	N/A	03/01/2010
BRAZIL	Natal	01/01	12/31	199	95	294	N/A	11/01/2010
BRAZIL	Other	01/01	12/31	177	130	307	N/A	05/01/2012
BRAZIL	Porto Alegre	01/01	12/31	190	95	285	N/A	09/01/2013
BRAZIL	Porto Velho	01/01	12/31	154	78	232	N/A	09/01/2013
BRAZIL	Recife, Pernambuco	01/01	12/31	199	93	292	N/A	11/01/2010
BRAZIL	Rio de Janeiro	01/01	12/31	314	143	457	View	04/01/2013
BRAZIL	Salvador da Bahia	01/01	12/31	188	120	308	N/A	04/01/2013
BRAZIL	Sao Paulo	01/01	12/31	282	143	425	View	09/01/2013

After locating Foz do Iguacu, you will find the Maximum Lodging Rate is \$133 and the MIE total is \$68. Now, you will return to the main International Per Diem Rates Page ([see STEP 6](#)) and select the link for [“Breakdown of Meals/Incidentals.”](#)

After scrolling down to find your total MIE amount, \$68, you are then given the MIE Breakdown of:

- Breakfast \$10
- Lunch \$17
- Dinner \$27
- Incidentals \$14

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	0	0	0	1
\$2	0	0	1	1
\$3	0	1	1	1
\$65	10	16	26	13
\$66	10	17	26	13
\$67	10	17	27	13
\$68	10	17	27	14
\$69	10	17	28	14
\$70	11	17	28	14

## Questions/Assistance

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This guide was created by Megan Weatherford for the Department of Statistics Faculty at The University of Georgia. Any questions or requests for assistance may be directed to:

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