FINDING PER DIEM RATES

Both foreign and domestic per diem rates may be found at the GSA website: <u>http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts</u>

Table of Contents

DOMESTIC TRAVEL	3
STEP 1: Find the city you are traveling to	3
Example of "Standard Rate"	3
STEP 2: Obtain Lodging and Meal Rates	3
STEP 3: Find Your MIE Breakdown	4
INTERNATIONAL TRAVEL	5
STEP 1: Locate the International Travel Link	5
STEP 2: Click on "Foreign Per Diem Rates by Location"	5
STEP 3: Select the Appropriate Country	5
STEP 4: Locate the Town you will Travel to	6
STEP 5: Write Down Lodging and MIE Rates	6
STEP 6: Find the MIE Breakdown	6
STEP 7: Select "FTR Appendix B (Breakdown of Meals/Incidentals)	7
STEP 8: Locate the Appropriate MIE Amount for Breakdown	7
Example of International MIE Breakdown	8
Questions/Assistance	9

DOMESTIC TRAVEL

STEP 1: Find the city you are traveling to

This may be done either:

- a) 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*."
- b) Click on the state. If you are unable to locate the city, you will use the per diem rates listed next to "Standard Rate."



<u>Example of "Standard Rate"</u>-_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.

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STEP 2: Obtain Lodging and Meal Rates

- Once you have found rates for your city (or Standard Rate if applicable), you will need:
 - a) Lodging Rate- be sure to use the lodging rate for the appropriate Month of your travel
 - b) Meals and Incidental Expenses (MIE)- write it down, you will need this in the next step

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Page 3 of 9 Back to Beginning

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.

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

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WHAT GSA OFFERS	DOING BUSINE	SS WITH GS	A	LEARN M	ORE		BLOG	
Home > Policy & Regulations > Trave	and Relocation Policy > Pe	er Diem >						
Per Diem • Overview • FY 2014 Per Diem Highlights	Meals a Breakdo	QUESTIONS: For all travel policy questions, email travelpolicy@gsa.gov.						
Per Diem Mobile App FAG FAG FAG FACE ACONtacts MALE Breakdown Factors Influencing Lodging Rates Fire Safe Iototels Per Diem Rates Per Diem Rates (Archived) Per Diem Mobile Blackberry File pownload	The following table their daily meals a <u>Federal Travel Re</u> reimbursement cl. have different rule: assistance. The table lists the from 346 to 571). will be working wh www gas gootpero table. Find the cc below for each sp The table also list (currently 55 for al calendar day or tr	a is provided t and incidenta <u>gulation</u> for saj aims for meaj s that apply f six M&IE tie If you need to ile on official ile on official ilem. The M& orresponding ecific meal d s the portion Il tiers), as w wel. The firs	for federal e l expense (l pecific guida is furnished or their emp ers in the low o deduct a r travel. You &IE rate for amount on : eduction am of the M&IE ell as the ar is and last to	mployees who M&IE) allowan ance on deduc to you by the loyees; pleas wer 48 contine meal amount, i u can look up t your location i the first line of your location i the first line of yourt. E rate that is p mount federal alendar day of	need to ded ce. Refer to ting these an government. e check with ntal United S first determin- he location-s vill be one of the table (M& rovided for inc employees re travel is calc	uct provided r <u>Section 301-</u> nounts from y Other organiza tates (current e the location pecific inform pecific inform besit tiers I &IE Total) and cidental exper- ulated at 75 [meals from <u>11.18 of the</u> rour per diem zations may tion for more dy ranging where you ation at isted on this d then look nses first and last bercent.	Find Resources to Help Find Resources to Help Subtract Examples Subtract Examples Subtract Examples Subtract Examples Subtract Examples Subtract Examples Subtract Examples
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	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 <u>STEP 2 a</u>. The breakdown of breakfast, lunch and dinner is provided here. Note: As of July 1, 2013, <u>Incidentals are only allowed for International travel</u>. 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.

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INTERNATIONAL TRAVEL

STEP 1: Locate the International Travel Link

For International Travel, click on the link for "The State Department Sets Foreign Rates."



Page 5 of 9 Back to Beginning

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.



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".



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



STEP 7: Select "FTR Appendix B (Breakdown of Meals/Incidentals)



STEP 8: Locate the Appropriate MIE Amount for Breakdown

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



Note: As of July 1, 2013, <u>Incidentals are only allowed for International travel</u>. 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 Iguaçu, Brazil:



After following <u>STEP 1</u>, <u>STEP 2</u> and <u>STEP 3</u> above, you arrive at the following page:

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• Co • Eff	ontact Us fects of A	: Administrative			E	RAZIL	Belo Horizopte	01/01	12/31	166	93	259	N/A	09/01/2013			
Fu • Fre	rlough equently	Asked Questi	ions		1	RAZIL	Brasilia	01/01	12/31			350	N/A	06/01/2012			
• Su	ummary o	of Allowances			-	PA71	Fortaloza	01/01	12/21		apr	224	NI/A	06/01/2012			
Quarte	erly Rep	ort Indexes	5		ŀ	INAZIE	i ultaleza	01/01	12/31			524	N/A	00/01/2013			
	eports				E	RAZIL	Foz do Iguacu	01/01	12/31	133	68	201	N/A	09/01/2013			
					E	RAZIL	Goiania	01/01	12/31	194	131	325	N/A	05/01/2012			
					E	RAZIL	Manaus	01/01	12/31	155	88	243	N/A	03/01/2010			
					E	RAZIL	Natal	01/01	12/31	199	95	294	N/A	11/01/2010			
					E	RAZIL	Other	01/01	12/31	177	130	307	N/A	05/01/2012			
					E	RAZIL	Porto Alegre	01/01	12/31	190	95	285	N/A	09/01/2013			
					E	RAZIL	Porto Velho	01/01	12/31	154	78	232	N/A	09/01/2013			
					E	RAZIL	Recife, Pernambuco	01/01	12/31	199	93	292	N/A	11/01/2010			
					E	RAZIL	Rio de Janeiro	01/01	12/31	314	143	457	View	04/01/2013			
					E	RAZIL	Salvador da Bahia	01/01	12/31	188	120	308	N/A	04/01/2013			
						RA7II	Sao Paulo	01/01	12/21	292	142	425	View	00/01/2012			

After locating Foz do Iguaçu, 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/Inciden

tais.	M &IE	Rate	Breakfast	Lunch
hen given the MIE Breakdown of:	\$1		0	0
	\$2		0	0
fast \$10	\$3		0	1
s \$17	\$65		10	16
$1 \neq 27$ entals \$14	\$66		10	17
	\$67		10	17
	\$68	Č (10	17
	\$69		10	17
part and more than an application of the second second	\$70		11	17

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Incidentals

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After scrolling \$68, you are th

- Break
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Page 8 of 9

Questions/Assistance

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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