

## Per Diem Meal Rates

## **Purpose:**

The per diem meal rates shall reflect the U.S. General Services Administration's annual published per diem reimbursement rate. The rate can be accessed at the following site: www.gsa.gov/travel/plan-book/per-diem-rates

Step 1 – Determine the city and state traveling to/from (city and state where the event is located).

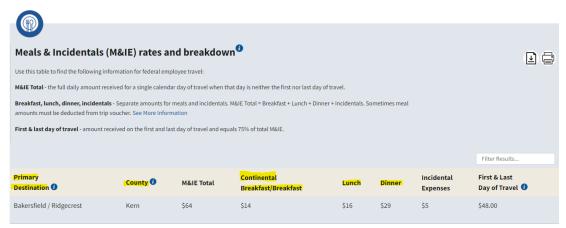
Step 2 – Check the U.S. General Services Administration's website for the per diem meal rate for that city and state.

- Go to www.gsa.gov/travel/plan-book/per-diem-rates
- Enter the current fiscal year and search by City and State OR Zip Code



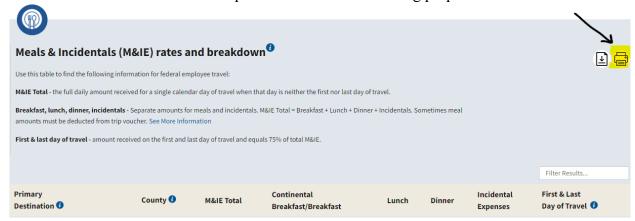
• Scroll down to "Meals & Incidentals (M&IE) rates and breakdown" and use the Breakfast, Lunch, and Dinner rates given.

## **EXAMPLE:**





Click on the Print option on the top right-hand corner of the "Meals & Incidentals
(M&IE) rates and breakdown" and attach it to the Claim for Absence Travel
Reimbursement form as backup documentation for auditing purposes.



## Step 3 – Ensure the meals meet the time guidelines found in the AP 7400 Travel Procedures.

The following meals may be claimed if:

- A. Breakfast: Trip begins at or before 7:00 a.m. and ends at or after 10:00 a.m.
- B. Lunch: Trip begins at or before 11:00 a.m. and ends at or after 2:00 p.m.
- C. Dinner: Trip begins at or before 4:00 p.m. and ends at or after 7:00 p.m.