

APPENDIX D

LODGING AND MEALS & INCIDENTALS REIMBURSEMENT CAPS, AND RECEIPT REQUIREMENTS

The following chart summarizes the applicable reimbursement methods and the maximum rates authorized for lodging and meal and incidental expenses (M&IE) incurred while on travel status:

	Less Than 30 Days with Overnight Stay	30 Days or More	In Excess of One Year
<u>Contiguous United States:</u> ¹ Daily M&IE	Actual meal expenses up to \$55/calendar day + actual incidental expenses up to \$7/calendar day <i>Receipts required for expenses of \$25 or more.</i>	Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i>	Per Diem up to 150% of 30 day per diem. <i>No receipts required.</i>
Lodging ²	Actual lodging up to \$195*/night, excluding taxes. <i>Receipt required.</i>		
<u>Alaska, Hawaii and the U.S. Possessions</u> ³ Daily M&IE	Published Federal Government Per Diem for specific location. <i>No receipts required.</i>	Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i>	Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i>
Lodging ²	Actual lodging up to \$195*/night, excluding taxes. <i>Receipts Required.</i>		
<u>International</u> Daily M&IE and Lodging	Published Federal Government Per Diem for specific location. <i>No receipts required.</i>	Maximum Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. <i>No receipts required.</i>	Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i>
<u>Non-Commercial Facility</u> Daily Lodging Expenses ⁴	Actual expenses up to 100% of Published Federal Government Per Diem for specific location. <i>Receipts required for non-international travel.</i>	Maximum Per Diem Determined by Authorized Approver cannot exceed Federal per diem. <i>No receipts required.</i>	Per Diem up to 150% of 30-day per diem. <i>No receipts required.</i>

Federal Per-diem rates for all locations: <http://www.gsa.gov/portal/category/21287>

1 Travel within the 48 contiguous United States.

2 Lodging expenses supported by a receipt up to the maximum lodging rate are reimbursable.

3 Travel within Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and possessions of the United States.

4 Use per diem rate for appropriate geographic area.

*Effective with travel occurring on or after January 1, 2015