

**TRAVEL UPDATES – OCTOBER 1, 2022**

PM-13, University Travel Regulations, has been updated to reflect changes to the travel policy effective October 1, 2022. PM-13 can be found at <https://www.lsu.edu/administration/policies/pmfiles/pm-13.pdf>. Travel completed July 1, 2022 through September 30, 2022 should follow the rates located in Appendix A1 of PM-13.

**MILEAGE RATE**

The mileage rate will be based on the U.S. General Services Administration (GSA) mileage rate. The GSA mileage rate can be found at <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-owned-vehicle-pov-mileage-reimbursement-rates>.

**Plan & Book**

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Overview

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Per Diem Rates

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**Transportation (Airfare, POV, etc.)**

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**Privately Owned Vehicle Mileage Rates**

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POV Mileage Rates (Archived)

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Airfare Rates - City Pair Program

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Rail Travel

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GSA Lodging

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Conference and Meeting Planning

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State Tax Rates & Exemption Info

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Travel Charge Card

## Privately Owned Vehicle (POV) Mileage Reimbursement Rates

**i** GSA has adjusted all POV mileage reimbursement rates effective July 1, 2022.

Modes of Transportation	Effective/Applicability Date	Rate per mile
Airplane*	July 1, 2022	\$1.81
If use of privately owned automobile is authorized or if no Government-furnished automobile is available	July 1, 2022	\$0.625
If Government-furnished automobile is available	July 1, 2022	\$0.22
Motorcycle	July 1, 2022	\$0.605

Relocation	Effective/Applicability Date	Rate per mile
Standard mileage rates for moving purposes	July 1, 2022	\$0.22

## DOMESTIC TRAVEL TO 48 CONTINENTAL UNITED STATES, INCLUDING DISTRICT OF COLUMBIA

Lodging and meals and incidental expenses (M&IE) rates will be based on the U.S. General Services Administration (GSA) lodging and M&IE rates. Rates are set by federal fiscal year and are effective October 1 each year. GSA lodging and M&IE rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

### Per Diem Rates

- Overview
- FY 2023 Per Diem Highlights
- FAQ
- Per Diem Contacts
- M&IE Breakdown
- Factors Influencing Lodging Rates
- Per Diem Boundaries
- Fire Safe Hotels
- Per Diem Files

## Per Diem Rates

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [per diem tool to calculate trip allowances](#).

**Search by City, State or ZIP**

For Fiscal Year:

2023 (Current Year) ▾

Select a State ▾

City (optional)

OR

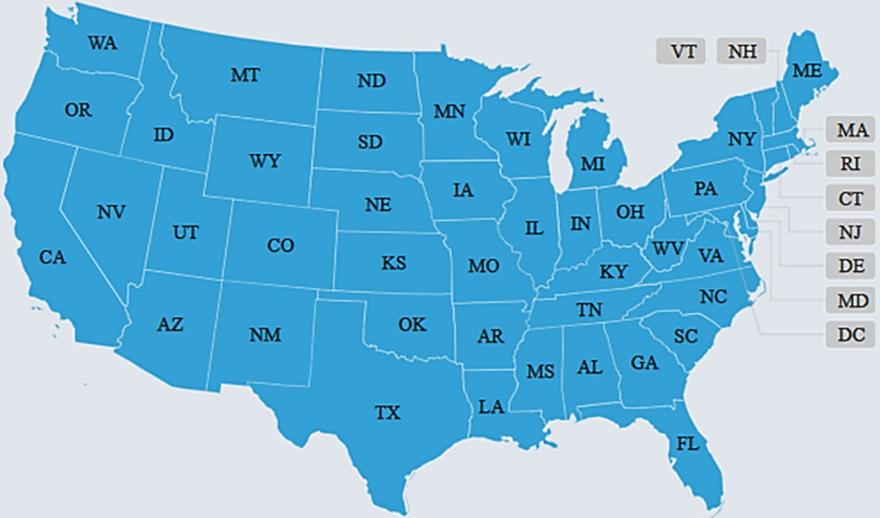
ZIP

**Find Rates**

**Search by State**

For Fiscal Year:

2023 (Current Year) ▾



Cities not appearing on the **Primary Destination** list may be located within a **County** for which rates are listed. If a city and county are not listed, the **Standard Rate** applies.

### FY 2023 Per Diem Rates for Louisiana

I'm interested in: [Lodging Rates](#) [Meals & Incidentals \(M&IE\) Rates](#) [New Search](#)



#### Daily lodging rates (excluding taxes) | October 2022 - September 2023

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 \(a non-federal website\)](#).

Filter Results...

Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105
Baton Rouge	East Baton Rouge Parish	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106
New Orleans	Orleans / Jefferson Parishes	\$136	\$136	\$136	\$158	\$158	\$158	\$158	\$158	\$136	\$136	\$136	\$136
Standard Rate	Applies for all locations without specified rates	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98

Showing 1 to 4 of 4 entries



#### Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes	\$64	\$14	\$16	\$29	\$5	\$48.00
Baton Rouge	East Baton Rouge Parish	\$69	\$16	\$17	\$31	\$5	\$51.75
New Orleans	Orleans / Jefferson Parishes	\$74	\$17	\$18	\$34	\$5	\$55.50
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

Showing 1 to 4 of 4 entries



Travelers are encouraged to use the GSA per diem look-up tool to calculate M&IE allowances. The tool can be found at <https://www.gsa.gov/travel-resources>.

**Lodging**

- The lodging rate **does not** include taxes and fees. An itemized, paid hotel folio is required. A hotel reservation confirmation does not qualify as a receipt.
- The routine lodging rate for Lod Cook has increased to \$116, inclusive of a full breakfast, which is considered a third-party meal. The breakfast rate should be subtracted from the daily M&IE rate.
- There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.

**Meals and Incidental Expenses (M&IE)**

The **M&IE Total** is the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel. There are five potential M&IE totals for domestic travel.

M&IE Total	Breakfast	Lunch	Dinner	Incidentals	First/Last Day of Travel
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

- The M&IE rate includes taxes and tips. Receipts are not required.
- Incidental expenses include tips for valets, porters, baggage carriers, hotel staff, and complimentary shuttle services.
- First and last day M&IE rates are limited to 75% of the daily M&IE rates for the travel destination.
  - Destination/Arrival time is no longer applicable, except for student group trips and single day travel.
- If a third-party meal (i.e., conference meal) is provided, the respective meal rate for the meal must be subtracted from the daily M&IE rate.
  - When the M&IE rate is reduced to 75% on the first/last day of travel, the full cost of a third-party meal is deducted. The meal itself is not reduced at the 75% rate. The total amount of meal deductions cannot result in an amount less than the daily incidentals amount for the location.
- Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 A.M. on the first day of travel or extends to/or beyond 8 P.M. on the last day of travel.

**Single Day Travel**

Reimbursements for single day travel must not exceed 75% of the M&IE rate for the travel destination and Department Head approval is required. Travelers must be in travel status for more than 12 hours but less than 24 hours (no overnight stay). Single day travel M&IE are considered taxable income. Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 A.M. on the first day of travel or extends to/or beyond 8 P.M. on the last day of travel.

**DOMESTIC TRAVEL TO ALASKA, HAWAII, AND U.S. TERRITORIES (PUERTO RICO, U.S. VIRGIN ISLANDS, AMERICAN SAMOA, GUAM, AND SAIPAN)**

Lodging and meals and incidental expenses (M&IE) rates will be set by the State of Louisiana.

**Lodging**

- The lodging rate will be \$175.
- The lodging rate **does not** include taxes and fees. An itemized, paid hotel folio is required. A hotel reservation confirmation does not qualify as a receipt.
- There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.

**Meals and Incidental Expenses (M&IE)**

- The M&IE rates will be:
  - M&IE Total - \$74
  - Breakfast - \$17
  - Lunch - \$18
  - Dinner - \$34
  - Incidentals - \$5
  - First/Last Day of Travel - \$55.50
- The M&IE rate includes taxes and tips. Receipts are not required.
- Incidental expenses include tips for valets, porters, baggage carriers, hotel staff, and complimentary shuttle services.
- First and last day M&IE rates are limited to 75% of the daily M&IE rates for the travel destination.
  - Destination/Arrival time is no longer applicable, except for student group trips.
- If a third-party meal (i.e., conference meal) is provided, the respective meal rate for the meal must be subtracted from the daily M&IE rate.
  - When the M&IE rate is reduced to 75% on the first/last day of travel, the full cost of a third-party meal is deducted. The meal itself is not reduced at the 75% rate. The total amount of meal deductions cannot result in an amount less than the daily incidentals amount for the location.
- Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 A.M. on the first day of travel or extends to/or beyond 8 P.M. on the last day of travel.

INTERNATIONAL TRAVEL

Lodging and meals and incidental expenses (M&IE) rates will be based on the U.S. Department of State lodging and M&IE rates. Rates are updated monthly and are effective the first day of each month. U.S. Department of State lodging and M&IE rates can be found at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).

**Per Diem Rates**  
Excel Versions of Per Diem  
Foreign Per Diem Rates

**Allowance Rates**  
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**Standardized Regulations (DSSR)**  
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## Office of Allowances

### Foreign Per Diem Rates by Location DSSR 925

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.

Country:

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.

Post:

**ATTENTION:**  
 \*DEA, FBI and U.S. Marshals Service (USMS) receive danger pay and adjusted post differential at additional locations listed in **footnote "u"**.  
 \*\*To view DOD imminent danger pay see **footnote "v"**.

If a city is not listed on the **Post Name** list, the **Other** rate applies. An unlisted suburb of a listed location uses the Other rate, not that of the location of which it is a suburb.

**Foreign Per Diem Rates In U.S. Dollars  
DSSR 925**

**Country: BELIZE**  
**Publication Date: 10/01/2022**

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Previous Rates:

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
BELIZE	Belize City	01/01	12/31	158	115	273	N/A	03/01/2020
BELIZE	Belmopan	01/01	12/31	156	87	243	N/A	03/01/2020
BELIZE	Caye Caulker	01/01	12/31	131	111	242	N/A	03/01/2020
BELIZE	Hopkins	01/01	12/31	199	110	309	N/A	03/01/2020
BELIZE	Other	01/01	12/31	143	80	223	N/A	03/01/2020
BELIZE	Placencia	01/01	12/31	202	106	308	N/A	03/01/2020
BELIZE	San Ignacio Town	01/01	12/31	155	106	261	N/A	03/01/2020
BELIZE	San Pedro	01/01	12/31	206	121	327	N/A	03/01/2020

The breakdown of the M&IE rate by meal type and incidental expenses can be found at [https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=114&menu_id=75).

**Lodging**

- The lodging rate **does** include taxes and fees. An itemized, paid hotel folio is required. A hotel reservation confirmation does not qualify as a receipt.
- There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.

**Meals and Incidental Expenses (M&IE)**

- The M&IE rate includes taxes and tips. Receipts are not required.
- Incidental expenses include tips for valets, porters, baggage carriers, hotel staff, complimentary shuttle services, and **laundry/dry cleaning services**.
- First and last day M&IE rates are limited to 75% of the daily M&IE rates for the travel destination.
  - Destination/Arrival time is no longer applicable, except for student group trips.
- If a third-party meal (i.e., conference meal) is provided, the respective meal rate for the meal must be subtracted from the daily M&IE rate.
  - When the M&IE rate is reduced to 75% on the first/last day of travel, the full cost of a third-party meal is deducted. The meal itself is not reduced at the 75% rate. The total amount of meal deductions cannot result in an amount less than the daily incidentals amount for the location.
- Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 A.M. on the first day of travel or extends to/or beyond 8 P.M. on the last day of travel.



Travelers are encouraged to use the AS350 form to calculate M&IE allowances. The form can be found on the Accounts Payable & Travel website at <https://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/as350.pdf>.

**EXAMPLE 1 – DOMESTIC TRAVEL TO TEXAS WITH NO MEALS PROVIDED**

Mike the Tiger is going on a trip to Dallas, TX to conduct research and would like to look up the appropriate lodging and M&IE rates for his trip using the GSA website. Mike leaves on October 25, 2022 and returns on October 30, 2022.

- Open the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Rates are set by federal fiscal year and are effective October 1 each year. Select the fiscal year that corresponds with the travel dates from the **For Fiscal Year** (2023) dropdown menu.
- Select the **State** (Texas) from the dropdown menu and enter the **City** (Dallas).
- Click **Find Rates**.

**Per Diem Rates**

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [per diem tool to calculate trip allowances](#).

**Search by City, State or ZIP**

For Fiscal Year: 2023 (Current Year)

Texas

Dallas

OK

ZIP

**Find Rates**

- Locate the lodging rate for the **Month/Year** that corresponds with the travel dates and the **Primary Destination**.
- Mike’s lodging allowance before taxes and fees is \$161.00.

**FY 2023 Per Diem Rates for Dallas, Texas**

I'm interested in: [Lodging Rates](#) | [Meals & Incidentals \(M&IE\) Rates](#) | [New Search](#)

**Daily lodging rates (excluding taxes) | October 2022 - September 2023**

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 \(a non-federal website\)](#).

Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Dallas	Dallas	\$161	\$161	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$161

Showing 1 to 1 of 1 entries

- Locate the M&IE rates for the **Primary Destination**. Mike’s M&IE daily rate is \$69 and first/last day of travel rate is \$51.75.

**Meals & Incidentals (M&IE) rates and breakdown**

Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Dallas	Dallas	\$69	\$16	\$17	\$31	\$5	\$51.75

Showing 1 to 1 of 1 entries

- Open the AS350 form (Travel Supplemental Information) on the Accounts Payable & Travel website at <https://www.lsu.edu/administration/ofa/oas/acctpay/travel.php>.
- Enter the trip information at the top of the form and the M&IE rates in Section C.
- Mike will be reimbursed a total of \$379.50 for M&IE.
- This form can be attached to a spend authorization and/or expense report.

**LSU**  
LOUISIANA STATE UNIVERSITY

**TRAVEL SUPPLEMENTAL INFORMATION** AS350

Traveler	Mike the Tiger	Contact	Mike the Tiger
Dept	Athletics	Phone	225-578-1234
LSU ID	891234567	E-mail	Mike@lsu.edu
Destination	Dallas, TX		

**Section A – Travel Expenses Paid by LaCarte or CBA (not included on this Expense Report)**

Date	Expense	Expense Report #	Description	Amount
	Registration			
	Airfare			
	Luggage			
	Vehicle Rental/Gas			
	Hotel			
	Airport Parking			
	Other/Miscellaneous			
Total				

**Section B – Mileage Log (If website mileage calculator not used)**

Date	Odometer Beginning	Odometer Ending	Total Miles	Rate	Amount
Total					

**Section C – Meals and Incidentals Expenses (M&IE) Log**

Date	Time from Domicile	Time to Domicile	Breakfast	Lunch	Dinner	Incidentals	Destination	Amount
10/25/2022								51.75
10/26/2022								69
10/27/2022								69
10/28/2022								69
10/29/2022								69
10/30/2022								51.75
Total								379.50

**EXAMPLE 2 – DOMESTIC TRAVEL TO TEXAS WITH MEALS PROVIDED**

Mike the Tiger is going on a trip to Dallas, TX to conduct research and would like to look up the appropriate lodging and M&IE rates for his trip using the GSA website. Mike leaves on October 25, 2022 and returns on October 30, 2022. Lunch will be provided on October 29 and breakfast will be provided on October 30.

- Open the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Rates are set by federal fiscal year and are effective October 1 each year. Select the fiscal year that corresponds with the travel dates from the **For Fiscal Year** (2023) dropdown menu.
- Select the **State** (Texas) from the dropdown menu and enter the **City** (Dallas).
- Click **Find Rates**.

**Per Diem Rates**

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [per diem tool to calculate trip allowances](#).

**Search by City, State or ZIP**

For Fiscal Year:  
 2023 (Current Year)

Texas

Dallas

OR

ZIP

**Find Rates**

- Locate the lodging rate for the **Month/Year** that corresponds with the travel dates and the **Primary Destination**.
- Mike’s lodging allowance before taxes and fees is \$161.00.

**FY 2023 Per Diem Rates for Dallas, Texas**

I'm interested in: [Lodging Rates](#) | [Meals & Incidentals \(M&IE\) Rates](#) | [New Search](#)

**Daily lodging rates (excluding taxes) | October 2022 - September 2023**

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 \(a non-federal website\)](#).

Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Dallas	Dallas	\$161	\$161	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$161

Showing 1 to 1 of 1 entries

- Locate the M&IE rates for the **Primary Destination**. Mike’s M&IE daily rate is \$69, breakfast rate is \$16, lunch rate is \$17, and first/last day of travel rate is \$51.75.

**Meals & Incidentals (M&IE) rates and breakdown**

Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Dallas	Dallas	\$69	\$16	\$17	\$31	\$5	\$51.75

Showing 1 to 1 of 1 entries

- Open the AS350 form (Travel Supplemental Information) on the Accounts Payable & Travel website at <https://www.lsu.edu/administration/ofa/oas/acctpay/travel.php>.
- Enter the trip information at the top of the form and the M&IE rates in Section C.
- Mike will be reimbursed a total of \$346.50 for M&IE.
- This form can be attached to a spend authorization and/or expense report.

**LSU**  
LOUISIANA STATE UNIVERSITY

**TRAVEL SUPPLEMENTAL INFORMATION** AS350

Traveler	Mike the Tiger	Contact	Mike the Tiger
Dept	Athletics	Phone	225-578-1234
LSU ID	891234567	E-mail	Mike@lsu.edu
Destination	Dallas, TX		

**Section A – Travel Expenses Paid by LaCarte or CBA (not included on this Expense Report)**

Date	Expense	Expense Report #	Description	Amount
	Registration			
	Airfare			
	Luggage			
	Vehicle Rental/Gas			
	Hotel			
	Airport Parking			
	Other/Miscellaneous			
<b>Total</b>				

**Section B – Mileage Log (If website mileage calculator not used)**

Date	Odometer Beginning	Odometer Ending	Total Miles	Rate	Amount
<b>Total</b>					

**Section C – Meals and Incidentals Expenses (M&IE) Log**

Date	Time from Domicile	Time to Domicile	Breakfast	Lunch	Dinner	Incidentals	Destination	Amount
10/25/2022								51.75
10/26/2022								69
10/27/2022								69
10/28/2022								69
10/29/2022				-17				52
10/30/2022			-16					35.75
<b>Total</b>								<b>346.50</b>

**EXAMPLE 3 – DOMESTIC TRAVEL TO TEXAS USING GSA LOOK-UP TOOL**

Mike the Tiger is going on a trip to Dallas, TX to conduct research and would like to find the appropriate lodging and M&IE rates for his trip using the GSA look-up tool. Mike leaves on October 25, 2022 and returns on October 30, 2022.

- Open the GSA per diem tool at <https://www.gsa.gov/travel-resources>.
- Enter the **State** (Texas), **City** (Dallas), **Travel start date** (10/25/2022), and **Travel end date** (10/30/2022).
- Click **Next**.

The screenshot shows the 'PER DIEM LOOK-UP' interface. It has two main sections: '1 Choose a location' and '2 Choose a date'. In the location section, 'State' is set to 'Texas' and 'City (optional)' is set to 'Dallas'. In the date section, 'Travel start date' is '10/25/2022' and 'Travel end date' is '10/30/2022'. There are 'Reset' and 'Next' buttons at the bottom right.

- The results provide the appropriate lodging and M&IE rates, including the 75% M&IE rate calculation for the first and last days of travel.
  - Mike’s lodging allowance before taxes and fees is \$161.00.
  - Mike will be reimbursed a total of \$379.50 for M&IE.
- Select **Print Results** for a printer friendly version of the results that can be attached to a spend authorization and/or expense report. Select the **Meals & IE** tab if a breakdown by meal type is needed.

The screenshot shows the results page for Dallas, Texas. The 'Meals & IE' tab is selected. It displays an 'Estimated per diem total: \$1184.50'. Below this, there are two breakdown tables. The first table shows 'Lodging breakdown' for October 25, 2022 - October 30, 2022, with a 'Daily Rate' of \$161 and a 'Total' of \$805. The second table shows 'Meals & incidental expenses breakdown' for the same period, with an 'M&IE total' of \$379.50. There are 'New Search' and 'Print Results' buttons at the bottom right.

Date	Daily Rate	# of Nights	Total
October	\$161	5	\$805

Max lodging total: \$805

Days, Month	Daily Rate	# of Days	Total
First day (10/25/22)*	\$51.75	1	\$51.75
Full day (Oct)	\$69	4	\$276
Last day (10/30/22)*	\$51.75	1	\$51.75

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: \$379.50

**EXAMPLE 4 – INTERNATIONAL TRAVEL WITH MEALS PROVIDED**

Mike the Tiger is going on a trip to Cancun, Mexico to conduct research and would like to find the appropriate lodging and M&IE rates for his trip using the GSA per diem look-up tool. Mike leaves on October 11, 2022 and returns on October 16, 2022. Dinner will be provided on October 12.

- Open the U.S. Department of State website at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).
- Select the **Country** (Mexico) from the dropdown menu.
- Click **Go**.

**Office of Allowances**  
**Foreign Per Diem Rates by Location DSSR 925**

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.

Country:

- Rates are updated monthly and are effective the first day of each month. Select the month that corresponds with the travel dates from the **Previous Rates** (10/01/2022) dropdown menu.
- Mike’s lodging allowance after taxes and fees is \$242.00 and his M&IE daily rate is \$119.

**Foreign Per Diem Rates In U.S. Dollars DSSR 925**  
**MEXICO: Cancun**  
**Publication Date: 10/01/2022**

Previous Rates:

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
MEXICO	Cancun	01/01	12/31	242	119	361	N/A	06/01/2014

- Open the M&IE breakdown website at [https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=114&menu_id=75).
- Locate \$119 under **M&IE Rate**. Mike’s dinner rate is \$48.

Appendix B  
 Chapter 301-Federal Travel Regulation  
 Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$119	18	30	48	23

- Open the AS350 form (Travel Supplemental Information) on the Accounts Payable & Travel website at <https://www.lsu.edu/administration/ofa/oas/acctpay/travel.php>.
- Enter the trip information at the top of the form and the M&IE rates in Section C.
  - Unlike the GSA website, the 75% M&IE calculation for the first and last day of travel is not provided. For this example, the M&IE rate of  $\$119 * 75\% = \$89.25$ .
- Mike will be reimbursed a total of \$606.50 for M&IE.
- This form can be attached to a spend authorization and/or expense report.



LOUISIANA STATE UNIVERSITY

**TRAVEL SUPPLEMENTAL INFORMATION**

AS350

Traveler	Mike the Tiger	Contact	Mike the Tiger
Dept	Athletics	Phone	225-578-1234
LSU ID	891234567	E-mail	Mike@lsu.edu
Destination	Cancun, Mexico		

**Section A – Travel Expenses Paid by LaCarte or CBA (not included on this Expense Report)**

Date	Expense	Expense Report #	Description	Amount
	Registration			
	Airfare			
	Luggage			
	Vehicle Rental/Gas			
	Hotel			
	Airport Parking			
	Other/Miscellaneous			
<b>Total</b>				

**Section B – Mileage Log (If website mileage calculator not used)**

Date	Odometer Beginning	Odometer Ending	Total Miles	Rate	Amount
<b>Total</b>					

**Section C – Meals and Incidental Expenses (M&IE) Log**

Date	Time from Domicile	Time to Domicile	Breakfast	Lunch	Dinner	Incidentals	Destination	Amount
10/11/2022								89.25
10/12/2022					-48			71
10/13/2022								119
10/14/2022								119
10/15/2022								119
10/16/2022								89.25
<b>Total</b>								606.50