

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.lsuhs.edu/administration/accounting/docs/PM13-FY23%20SOLA%20Updates%2010-1-22.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/privately-owned-vehicle-pov->

Plan & Book

- Overview
- Per Diem Rates
- Transportation (Airfare, POV, etc.)**
- Privately Owned Vehicle Mileage Rates
- POV Mileage Rates (Archived)
- Airfare Rates - City Pair Program
- Rail Travel
- GSA Lodging
- Conference and Meeting Planning
- State Tax Rates & Exemption Info
- 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>.

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 ⁱ | County ⁱ | 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 ⁱ

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 ⁱ | County ⁱ | M&IE Total | Continental Breakfast/Breakfast | Lunch | Dinner | Incidental Expenses | First & Last Day of Travel ⁱ |
|---------------------------------------|--|------------|---------------------------------|-------|--------|---------------------|---|
| 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>.

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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.

- 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 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.

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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.
- 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 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.

TRAVEL UPDATES – OCTOBER 1, 2022

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.

Per Diem Rates

- Excel Versions of Per Diem
- Foreign Per Diem Rates

Allowance Rates

- Allowances By Location
- Allowances By Type
- Biweekly Allowance Updates
- Custom Search
- Footnotes to Section 920

Standardized Regulations (DSSR)

- Archives (DSSR)
- Table of Contents (DSSR)

General Information

- Advance of Pay
- Consumables
- Danger Pay
- eAllowances
- Education
- Evacuation

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: *All Locations* ▼ Go

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: Go

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**

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.

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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.

- 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 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

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EXAMPLE 1 – DOMESTIC TRAVEL TO TEXAS WITH NO MEALS PROVIDED

Dr. Mike 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

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).

Filter Results...

| 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 Travel Expense voucher form: https://www.lsuhsu.edu/administration/accounting/docs/Travel%20Expense%20Voucher%20Form_FY2023_EFF%2010-1-22.xlsx
- Enter the trip information at the top of the form and the M&IE rates under Meals section.
- Mike will be reimbursed a total of \$379.50 for M&IE.
- Submit this form with the Travel prior Approval form

| LSUHSC - NEW ORLEANS | | | | | | | | | |
|---|--------|---|--------|--------------------------|--|------|-------------|--|------------------|
| *TRAVEL EXPENSE VOUCHER # | | | | | | | | | |
| *Required for all submissions | | | | | FY23 | | | | |
| *TRAVELER VENDOR #: | | 50000000 | | | | | | | |
| *TRAVELER: | | Dr. Mike the Tiger | | | *DESTINATION #1: Dallas, TX | | | | |
| *DEPARTMENT: | | Biochemistry | | | *DESTINATION #2: | | | | |
| *ADDRESS PAYMENT REMIT | | | | | | | | | |
| *PURPOSE OF TRIP: | | | | | | | | | |
| collaborate on research | | | | | | | | | |
| | | | | | | | | | TOTAL EACH LINE |
| If all expenses paid with LaCarte, mark here to indicate zero balance voucher submission <input type="checkbox"/> | | | | | | | | | |
| MISCELLANEOUS Description: <input type="checkbox"/> | | | | | | | | | |
| CAR RENTAL paid with LaCarte or TA-mark X here <input type="checkbox"/> | | | | | | | | | |
| TRANSPORTATION: <input type="checkbox"/> | | | | | | | | | |
| AIRFARE | | FROM | | | TO | | | paid with LaCarte CBA or TA-mark X here <input type="checkbox"/> | |
| MILEAGE | | FROM | | | TO | 0 | | 0.625 | |
| TOLLS <input type="checkbox"/> | | | | | | | | | |
| REGISTRATION FEES: paid with LaCarte or TA-mark X here <input type="checkbox"/> | | | | | | | | | |
| DATES | | MEALS | | | LODGING | LIMO | CAR STORAGE | AIRLINE BAGGAGE FEES | INCIDENTALS TIPS |
| | | First and last day meal rates are limited to 75% of the daily M&IE rates for the travel destination | | | paid with LaCarte or TA-mark X here <input type="checkbox"/> | | | | |
| OF TRAVEL | BKFAST | LUNCH | DINNER | | TAXI BUS | | | | |
| 10/01/22 | 16.00 | 17.00 | 31.00 | <input type="checkbox"/> | | | | 5.00 | 51.75 |
| 10/02/22 | 16.00 | 17.00 | 31.00 | | | | | 5.00 | 69.00 |
| 10/03/22 | 16.00 | 17.00 | 31.00 | | | | | 5.00 | 69.00 |
| 10/04/22 | 16.00 | 17.00 | 31.00 | | | | | 5.00 | 69.00 |
| 10/05/22 | 16.00 | 17.00 | 31.00 | | | | | 5.00 | 51.75 |
| 10/06/22 | | | | | | | | | - |
| 10/07/22 | | | | | | | | | - |
| 10/08/22 | | | | | | | | | - |
| TOTALS | 80.00 | 85.00 | 155.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 310.50 |

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

Filter Results...

| 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 Travel Expense voucher form:
- https://www.lsuhsu.edu/administration/accounting/docs/Travel%20Expense%20Voucher%20Form_FY2023_EFF%2010-1-22.xlsx
- Enter the trip information at the top of the form and the M&IE rates in the meals section.
- Mike will be reimbursed a total of \$346.50 for M&IE.
- Submit this form with the Travel prior Approval form

| LSUHSC - NEW ORLEANS | | | | | | | | | |
|---|----------|----------|--------|---|------|---------|--------------|-------|-----------------|
| *TRAVEL EXPENSE VOUCHER # | | | | | | | | | |
| *Required for all submissions | | | | | | | | | |
| *TRAVELER VENDOR #: 50000000 | | | | | | | | | |
| *TRAVELER: Dr. Mike the Tiger | | | | | | | | | |
| *DEPARTMENT: Biochemistry | | | | | | | | | |
| *ADDRESS PAYMENT REMIT | | | | | | | | | |
| *PURPOSE OF TRIP: collaborate on research | | | | | | | | | |
| *DESTINATION #1: Dallas, TX | | | | | | | | | |
| *DESTINATION #2: | | | | | | | | | |
| FY23 | | | | | | | | | |
| | | | | | | | | | TOTAL EACH LINE |
| If all expenses paid with LaCarte, mark here to indicate zero balance voucher submission <input type="checkbox"/> | | | | | | | | | |
| MISCELLANEOUS Description: <input type="checkbox"/> | | | | | | | | | |
| CAR RENTAL paid with LaCarte or TA-mark X here <input type="checkbox"/> | | | | | | | | | |
| TRANSPORTATION: <input type="checkbox"/> | | | | | | | | | |
| AIRFARE FROM TO paid with LaCarte CBA or TA-mark X here >> <input type="checkbox"/> | | | | | | | | | |
| MILEAGE FROM TO 0 0.625 | | | | | | | | | |
| TOLLS | | | | | | | | | |
| REGISTRATION FEES: paid with LaCarte or TA-mark X here >> <input type="checkbox"/> | | | | | | | | | |
| DATES MEALS LODGING LIMO TAXI CAR AIRLINE INCIDENTALS | | | | | | | | | |
| OF TRAVEL | BKFAST | LUNCH | DINNER | paid with LaCarte or TA-mark X here >> <input type="checkbox"/> | BUS | STORAGE | BAGGAGE FEES | TIPS | |
| 10/01/22 | 16.00 | 17.00 | 31.00 | | | | | 5.00 | 51.75 |
| 10/02/22 | 16.00 | 17.00 | 31.00 | | | | | 5.00 | 69.00 |
| 10/03/22 | 16.00 | provided | 31.00 | | | | | 5.00 | 52.00 |
| 10/04/22 | 16.00 | 17.00 | 31.00 | | | | | 5.00 | 69.00 |
| 10/05/22 | provided | 17.00 | 31.00 | | | | | 5.00 | 39.75 |
| 10/06/22 | | | | | | | | | - |
| 10/07/22 | | | | | | | | | - |
| 10/08/22 | | | | | | | | | - |
| TOTALS | 64.00 | 68.00 | 155.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 281.50 |
| I certify that the expenses claimed on this voucher were incurred for LSUHSC | | | | | | | | | |

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.

Per Diem | Meals & IE | Airfares | Hotels | POV Mileage

PER DIEM LOOK-UP

1 Choose a location

State: City (optional):

OR

ZIP:

Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the Department of Defense.

Rates for foreign countries are set by the State Department.

2 Choose a date

Select Fiscal Year:

OR

Travel start date (mm/dd/yyyy): Travel end date (mm/dd/yyyy):

Rates are available between 10/1/2012 and 09/30/2023.

- 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.

Per Diem | **Meals & IE** | Airfares | Hotels | POV Mileage

Your search for Dallas, Texas (Dallas including Dallas)

Estimated per diem total: \$1184.50 (Max lodging total + M&IE total)

Lodging breakdown: October 25, 2022 - October 30, 2022

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

Max lodging total: **\$805**

Meals & incidental expenses breakdown: October 25, 2022 - October 30, 2022

| 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

Additional terms and conditions

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.
- 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.
- 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 |

TRAVEL UPDATES – OCTOBER 1, 2022

- Open the Travel Expense voucher form:
- https://www.lsuhsu.edu/administration/accounting/docs/Travel%20Expense%20Voucher%20Form_FY2023_EFF%2010-1-22.xlsx
- Enter the trip information at the top of the form and the M&IE rates in meals section
 - 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.
- Submit this form with the Travel prior Approval form

| LSUHSC - NEW ORLEANS | | | | | | | | | | |
|---|--|---|--------|----------|--|--|-------------|----------------------|--------------------|--------|
| *TRAVEL EXPENSE VOUCHER # | | | | | | | | | | |
| *Required for all submissions | | | | | FY23 | | | | | |
| *TRAVELER VENDOR #: | | 50000000 | | | | | | | | |
| *TRAVELER: | | Dr. Mike the Tiger | | | *DESTINATION #1: Cancun , Mexico | | | | | |
| *DEPARTMENT: | | BIOCHEMISTRY | | | *DESTINATION #2: | | | | | |
| *ADDRESS PAYMENT REMIT | | | | | | | | | | |
| *PURPOSE OF TRIP: collaborate on research | | | | | | | | | | |
| | | | | | | | | | TOTAL EACH LINE | |
| If all expenses paid with LaCarte, mark here to indicate zero balance voucher submission <input type="checkbox"/> | | | | | | | | | | |
| MISCELLANEOUS | | | | | | | | | | |
| Description: | | | | | | | | | | |
| CAR RENTAL | | paid with LaCarte or TA-mark X here <input type="checkbox"/> | | | | | | | | |
| TRANSPORTATION: | | | | | | | | | | |
| AIRFARE | | FROM | | TO | | paid with LaCarte CBA or TA-mark X here >> | | | | |
| MILEAGE | | FROM | | TO | | 0 | | 0.625 | | |
| TOLLS | | | | | | | | | | |
| REGISTRATION FEES: paid with LaCarte or TA-mark X here >> <input type="checkbox"/> | | | | | | | | | | |
| DATES | | MEALS | | | LODGING | LIMO | | | | |
| OF TRAVEL | | First and last day meal rates are limited to 75% of the daily M&IE rates for the travel destination | | | paid with LaCarte or TA-mark X here >> | TAXI BUS | CAR STORAGE | AIRLINE BAGGAGE FEES | INCIDENTALS TIPS | |
| | | BKFAST | LUNCH | DINNER | <input type="checkbox"/> | | | | | |
| 10/11/22 | | 18.00 | 30.00 | 48.00 | | | | | 23.00 | 89.25 |
| 10/12/22 | | 18.00 | 30.00 | 48.00 | | | | | 23.00 | 119.00 |
| 10/13/22 | | 18.00 | 30.00 | provided | | | | | 23.00 | 71.00 |
| 10/14/22 | | 18.00 | 30.00 | 48.00 | | | | | 23.00 | 119.00 |
| 10/15/22 | | 18.00 | 30.00 | 48.00 | | | | | 23.00 | 119.00 |
| 10/16/22 | | 18.00 | 30.00 | 48.00 | | | | | 23.00 | 89.25 |
| 10/17/22 | | | | | | | | | | |
| 10/18/22 | | | | | | | | | | |
| TOTALS | | 108.00 | 180.00 | 240.00 | 0.00 | 0.00 | 0.00 | 0.00 | 138.00 | 606.50 |
| I certify that the expenses claimed on this voucher were incurred for LSUHSC | | | | | | | | | | |
| | | | | | | | | | TOTAL TRIP EXPENSE | |