

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/private-owned-vehicle-pov->

Plan & Book

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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

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

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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

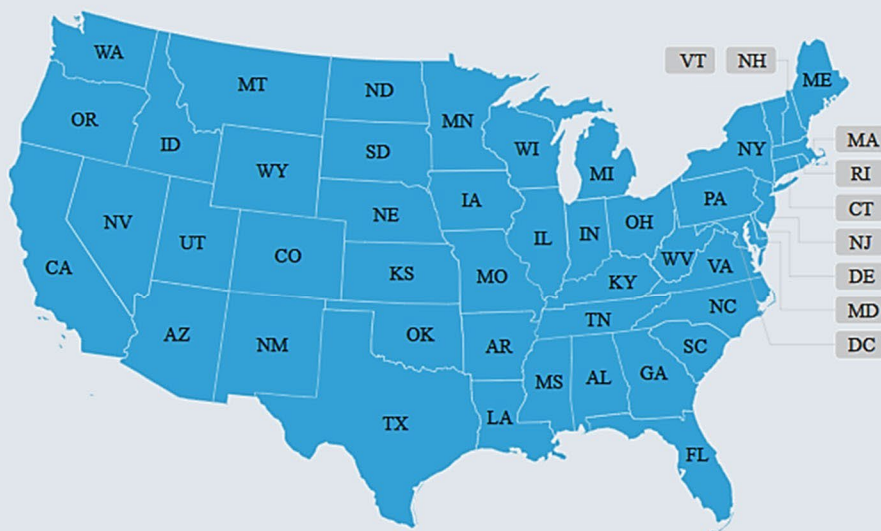
ZIP

Find Rates

Search by State

For Fiscal Year:

2023 (Current Year)



TRAVEL UPDATES – OCTOBER 1, 2022

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>.

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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
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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

Previous Rates: 10/01/2022

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.

TRAVEL UPDATES – OCTOBER 1, 2022

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

TRAVEL UPDATES – OCTOBER 1, 2022

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

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- Factors Influencing Lodging Rates
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- 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)

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*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>i</i>	County <i>i</i>	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel <i>i</i>
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

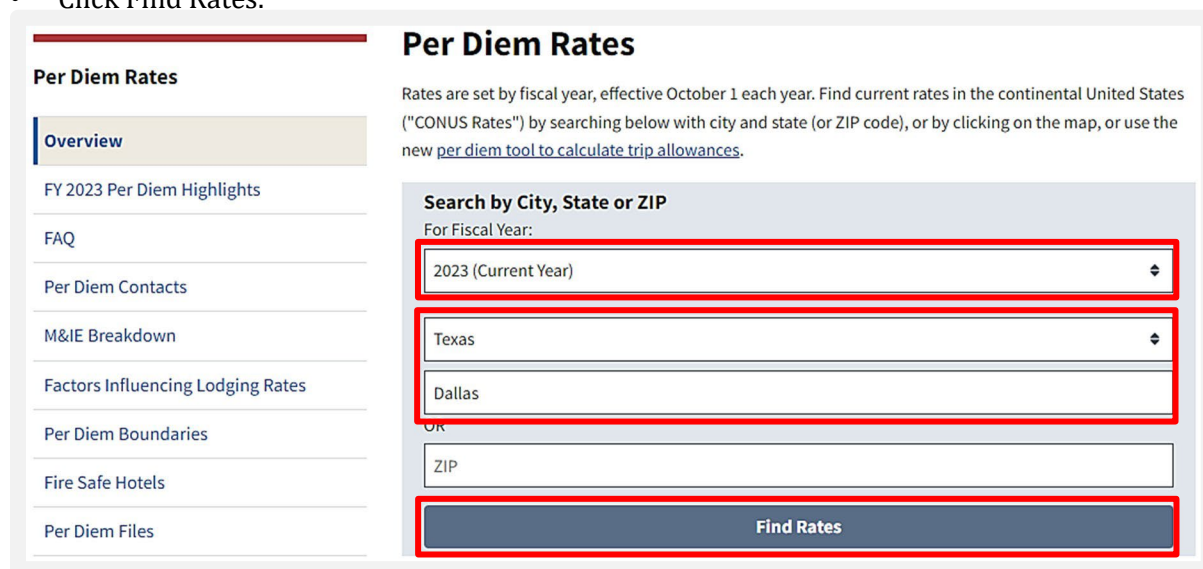
LSUHSC - NEW ORLEANS									
*TRAVEL EXPENSE VOUCHER #									
*Required for all submissions					FY23				
*TRAVELER VENDOR #:		50000000							
*TRAVELER:		Dr. Mike the Tiger			*DESTINATION #1:		Dallas, TX		
*DEPARTMENT:		Biochemistry			*DESTINATION #2:				
*ADDRESS PAYMENT REMIT									
*PURPOSE OF TRIP:									
collaborate on research									
If all expenses paid with LaCarte, mark here to indicate zero balance voucher submission									TOTAL EACH LINE
MISCELLANEOUS Description:									-
CAR RENTAL paid with LaCarte or TA-mark X here									-
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									-
DATES		MEALS			LODGING		LIMO		
OF TRAVEL		BKFAST	LUNCH	DINNER	TAXI BUS		CAR STORAGE	AIRLINE BAGGAGE FEES	INCIDENTALS TIPS
10/01/22		16.00	17.00	31.00					51.75
10/02/22		16.00	17.00	31.00					69.00
10/03/22		16.00	17.00	31.00					69.00
10/04/22		16.00	17.00	31.00					69.00
10/05/22		16.00	17.00	31.00					51.75
10/06/22									-
10/07/22									-
10/08/22									-
TOTALS		80.00	85.00	155.00	0.00		0.00	0.00	25.00
									310.50

TRAVEL UPDATES – OCTOBER 1, 2022

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 ⁱ	County ⁱ	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 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
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 #: 500000000									
*TRAVELER: Dr. Mike the Tiger									
*DEPARTMENT: Biochemistry									
*ADDRESS PAYMENT REMIT									
*PURPOSE OF TRIP: collaborate on research									
*DESTINATION #1: Dallas, TX									
*DESTINATION #2:									
									TOTAL EACH LINE
If all expenses paid with LaCarte, mark here to indicate zero balance voucher submission									
MISCELLANEOUS Description: paid with LaCarte or TA-mark X here									
CAR RENTAL									
TRANSPORTATION: paid with LaCarte CBA or TA-mark X here									
AIRFARE FROM TO									
MILEAGE FROM TO 0 0.625									
TOLLS									
REGISTRATION FEES: paid with LaCarte or TA-mark X here									
DATES MEALS LODGING LIMO TAXI BUS CAR STORAGE AIRLINE BAGGAGE FEES INCIDENTALS TIPS									
OF TRAVEL	BKFAST	LUNCH	DINNER						
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									
TOTAL TRIP EXPENSE									

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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 LOOK-UP

1 Choose a location

State: City (optional):

OR

ZIP:

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.

Reset Next

- 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.

Meals & IE

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 New Search Print Results

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.



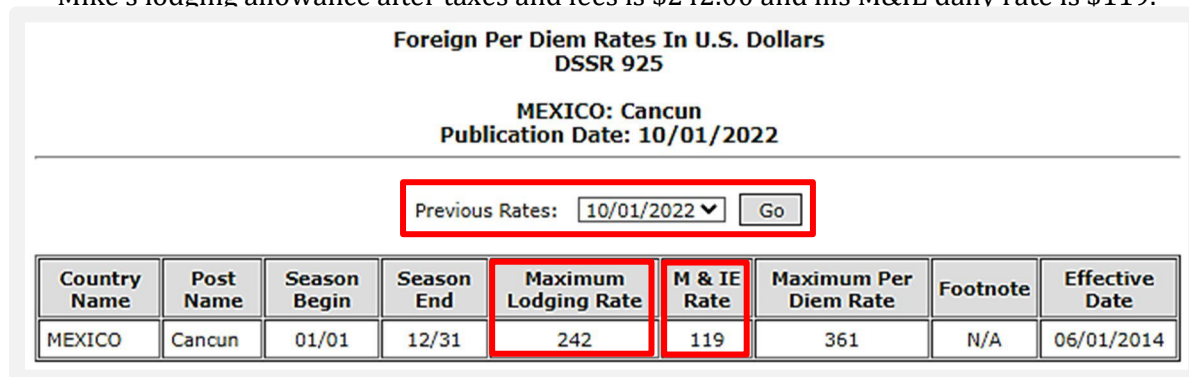
Office of Allowances

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: Go

- 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: Go

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

LOUISIANA STATE UNIVERSITY WORKDAY TRAINING

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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									
MISCELLANEOUS Description:									
CAR RENTAL paid with LaCarte or TA-mark X here									
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									
DATES MEALS LODGING LIMO TAXI CAR AIRLINE BAGGAGE INCIDENTALS									
OF TRAVEL BKFAST LUNCH DINNER paid with LaCarte or TA-mark X here >>> BUS STORAGE FEES TIPS									
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									