

Out of State Travel

Meal Reimbursement Allowance (overnight travel)

Note: Meals included in cost of conference are not reimbursable.

Please look up Federal Per Diem (\$3 incidentals are not allowable)

The federal per diem rates (for locations within the continental United States) are available at the following address: <http://www.gsa.gov/perdiem>. Please include copy with Travel Reimbursement Request.

The breakdown by meal for federal per diem amounts may be found at the following address: <http://www.gsa.gov/mie>. Please include copy with Travel Reimbursement Request.

Day of Departure

Before 6:30am	All meals eligible for reimbursement.
After 6:30am, Before 11:00am	Lunch and dinner eligible for reimbursement
After 11:00am, Before 5:30pm	Dinner eligible for reimbursement.

Day of Return

Arrive Back

After 6:30am, Before 1:30pm	Breakfast eligible for reimbursement.
After 1:30pm, Before 7:30pm	Breakfast and lunch eligible for reimbursement
After 7:30pm	All meals eligible for reimbursement.