

APPENDIX 2: MEAL PER DIEM CALCULATION

Any time a traveler is provided meals during official University business travel the amount allotted for the meals must be deducted from the total meal per diem reimbursement. Use the chart below provided by the GSA to deduct the correct amounts.

Meals & Incidentals Total	\$51	\$54	\$59	\$64	\$69	\$74
Continental Breakfast/ Breakfast	\$11	\$12	\$13	\$15	\$16	\$17
Lunch	\$12	\$13	\$15	\$16	\$17	\$18
Dinner	\$23	\$24	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$38.25	\$40.50	\$44.25	\$48.00	\$51.75	\$55.50

**Meal Per Diem Calculation also applies to foreign travel. Meal and Incidental Breakdown chart for foreign travel can be found at: https://aoprals.state.gov/content.asp?content_id=114&menu_id=78

Example 1:

- Destination: New York, NY
- Meal Per Diem: \$74/day
- Scenario: 1st day of a conference (not a travel day) breakfast & lunch are provided
- How to calculate: Using the M&IE chart – the total per diem is reduced by the provided meal(s).
- Calculation: $\$74$ (total meal per Diem) - $\$17$ (breakfast) - $\$18$ (lunch) = $\$39$
\$39.00 is the amount reimbursable to the traveler

Example 2:

- Destination: Atlanta, GA
- Meal Per Diem: \$69/day
- Scenario: 1st day of travel (traveler departs from headquarters) dinner is provided
- How to calculate: Using the M&IE chart – Take the sum of the meals **not** provided, followed by a 75% pro-rating, add \$5 (the full incidental portion is allowable).
- Calculation: $[\$16$ (breakfast) + $\$17$ (lunch) x 75%] + $\$5$ (the incidentals) = $\$29.75$
\$29.75 is the amount reimbursable to the traveler