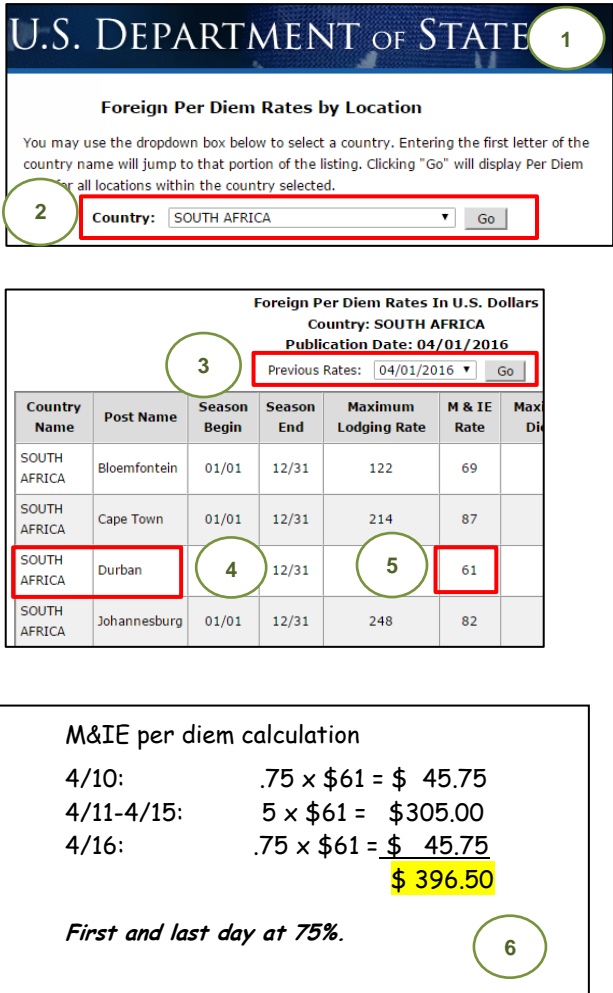


Foreign M&IE Per Diem Meals Included in Conference Fee – Quick Reference Card


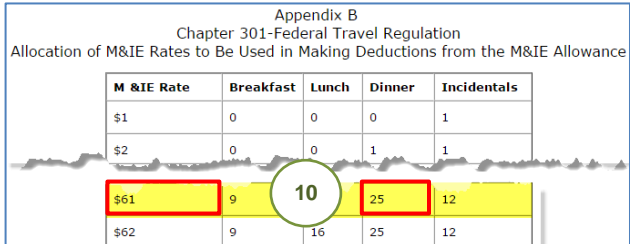
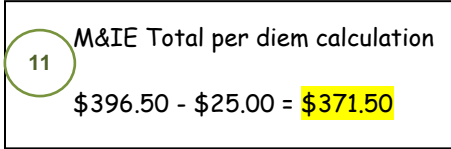

Foreign M&IE Per Diem (Meals Included in Conference Fee)

Some sponsored funding sources require the use of per diem rates (a daily allowance to cover meal and incidental expenses (M&IE) when traveling for work). When using per diem rates for reimbursement, actual amounts from receipts are not used when completing the expense report.

If meals are included in the conference or registration fee and per diem is used, a deduction must be made to the per diem total amount for each meal provided. You cannot reimburse the traveler twice for the same meal; once with the registration, and once for per diem.

Action	Result																																			
<p><u>Determining Foreign M&IE Breakdown Per Diem Rate:</u></p> <ol style="list-style-type: none"> 1. Access the U.S. Department of State website. 2. Select the travel country from the drop-down menu and click the Go button. <ol style="list-style-type: none"> 3. Select the travel timeframe from the drop-down menu and click the Go button. (Per diem rates change monthly.) 4. Locate the city of travel. 5. Locate the M&IE rate for that country/city. <ul style="list-style-type: none"> ➤ Print and scan this page as supporting documentation. <ol style="list-style-type: none"> 6. Calculate the M&IE per diem amount for the entire trip. <ul style="list-style-type: none"> ➤ Per diem is charged at 75% for the first and last days of travel and at 100% for the other travel days. 	 <p>U.S. DEPARTMENT OF STATE 1</p> <p>Foreign Per Diem Rates by Location</p> <p>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 for all locations within the country selected.</p> <p>2 Country: SOUTH AFRICA Go</p> <p>3 Foreign Per Diem Rates In U.S. Dollars Country: SOUTH AFRICA Publication Date: 04/01/2016 Previous Rates: 04/01/2016 Go</p> <table border="1"> <thead> <tr> <th>Country Name</th> <th>Post Name</th> <th>Season Begin</th> <th>Season End</th> <th>Maximum Lodging Rate</th> <th>M & IE Rate</th> <th>Max Di</th> </tr> </thead> <tbody> <tr> <td>SOUTH AFRICA</td> <td>Bloemfontein</td> <td>01/01</td> <td>12/31</td> <td>122</td> <td>69</td> <td></td> </tr> <tr> <td>SOUTH AFRICA</td> <td>Cape Town</td> <td>01/01</td> <td>12/31</td> <td>214</td> <td>87</td> <td></td> </tr> <tr> <td>SOUTH AFRICA</td> <td>Durban</td> <td>01/01</td> <td>12/31</td> <td>214</td> <td>61</td> <td></td> </tr> <tr> <td>SOUTH AFRICA</td> <td>Johannesburg</td> <td>01/01</td> <td>12/31</td> <td>248</td> <td>82</td> <td></td> </tr> </tbody> </table> <p>M&IE per diem calculation</p> <p>4/10: .75 x \$61 = \$ 45.75 4/11-4/15: 5 x \$61 = \$305.00 4/16: .75 x \$61 = \$ 45.75 \$ 396.50</p> <p><i>First and last day at 75%.</i> 6</p>	Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Max Di	SOUTH AFRICA	Bloemfontein	01/01	12/31	122	69		SOUTH AFRICA	Cape Town	01/01	12/31	214	87		SOUTH AFRICA	Durban	01/01	12/31	214	61		SOUTH AFRICA	Johannesburg	01/01	12/31	248	82	
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Action	Result
7. Access the U.S. Department of State website. 8. Click the Foreign Per Diem Rates link in the left side panel. 9. Click the FTR Appendix B (Breakdown of Meals/Incidentals) link.	
10. Scroll down the page and locate the M&IE rate (\$61) in the left-hand column of the table and note the type and cost of the meal that needs to be deducted from the total per diem. <ul style="list-style-type: none"> ➤ Print and scan this page as supporting documentation. 	
11. Calculate the M&IE total per diem amount for the entire trip.	
12. To enter the M&IE amount: <ul style="list-style-type: none"> ➤ Select Other as the expense receipt type. ➤ Enter the total amount of the calculated per diem in the Amount field. ➤ Enter the End Trip date in the on field. ➤ Enter the per diem rate in the Description field. ➤ Enter Per Sponsor in the Reason field. 13. Click the Transfer button to apply the expense to the expense grid.	

Foreign M&IE Per Diem Meals Included in Conference Fee – Quick Reference Card
