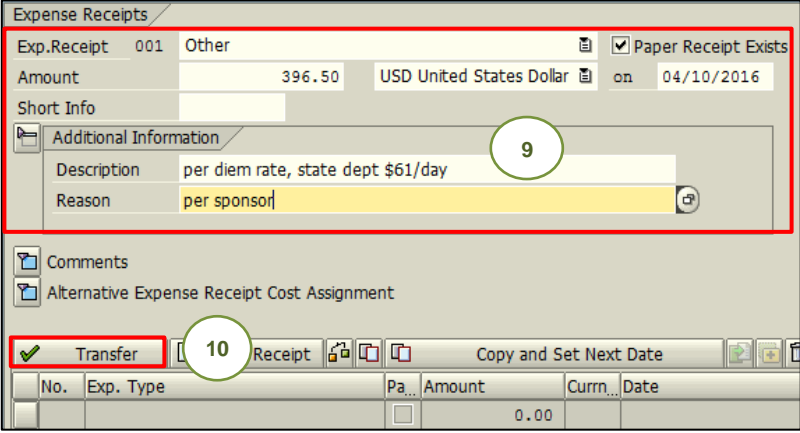# M&IE Per Diem (No Meals Included in Conference Fee)

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.

| Action | Result |
|---|---|
| **Determining Foreign M&IE Per Diem Rate:**<br><br>1. Access the U.S. Department of State per diem website.<br><br>2. Select the travel country from the drop-down menu and click the **Go** buttton.<br><br><br><br>3. Select the travel timeframe from the drop-down menu and click the **Go** button. (Per diem rates change monthly.)<br>4. Locate the city of travel.<br>5. Locate the M&IE rate for that country/city.<br><br>   ➢  Print and scan this page as supporting documentation.<br><br><br><br>6. Calculate the M&IE per diem amount for the entire trip.<br><br>   ➢  Per diem is charged at 75% for the first and last days of travel and at 100% for the other travel days. |  |

# M&IE Per Diem No Meals Included in Conference Fee – Quick Reference Card

| Action | Result |
|---|---|
| **Determining Domestic M&IE Per Diem Rate**: <br><br> 1. Access the General Services Administration (GSA) per diem website. <br> 2. Verify the correct Fiscal Year is displayed (rates are based on fiscal year effective October 1st each year). <br> 3. Select the travel destination from the State drop down. <br> 4. Enter the destination city or enter a zip code. <br> 5. Click the **Find Rates** button. | **Per Diem Rates** ① <br><br> 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. <br><br> Search by City, State or ZIP <br> For Fiscal Year: 2017 (Current Year) ② <br><br> California ③ <br> San Diego ④ <br> OR <br> ZIP <br><br> Find Rates ⑤ |
| 6. Locate the M&IE perdiem rate in the last column. <br> 7. Click the **Print Results** button to scan this page as supporting documentation. | x lodging by month (excluding taxes.) The last column is the Meals and <br><br> | Feb | Mar | Apr | May | Jun | Jul | Aug | | M&IE (5) | <br> | $162 | $162 | $162 | $162 | $162 | $162 | $149 | ⑥ | $64 | <br><br> ⑦ Print Results   New Search |
| 8. Calculate the M&IE per diem amount for the entire trip. <br><br> ➢ Per diem is charged at 75% for the first and last days of travel and at 100% for the other travel days. | **M&IE per diem calculation** ⑧ <br><br> 4/10:           .75 x $64 = $48.00 <br> 4/11-4/15:     5 x $64 = $320.00 <br> 4/16:           .75 x $64 = $48.00 <br>                                    **$416.00** <br><br> *First and last day at 75%.* |

| Action | Result |
|---|---|
| 9. To enter the M&IE amount:<br>  ➢ Select **Other** as the expense receipt type.<br>  ➢ Enter the total amount of the calculated per diem in the Amount field.<br>  ➢ Enter the End Trip date in the on field.<br>  ➢ Enter the **per diem rate** in the Description field.<br>  ➢ Enter **Per Sponsor** in the Reason field.<br>10. Click the **Transfer** button to apply the expense to the expense grid. | **Expense Receipts**<br>Exp.Receipt 001 Other ☑ Paper Receipt Exists<br>Amount 396.50 USD United States Dollar on 04/10/2016<br>Short Info<br>Additional Information **(9)**<br>Description per diem rate, state dept $61/day<br>Reason per sponsor<br>Comments<br>Alternative Expense Receipt Cost Assignment<br>✔ Transfer **(10)** Receipt Copy and Set Next Date<br>No. Exp. Type Pa.. Amount Currn.. Date<br>0.00 |