

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

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

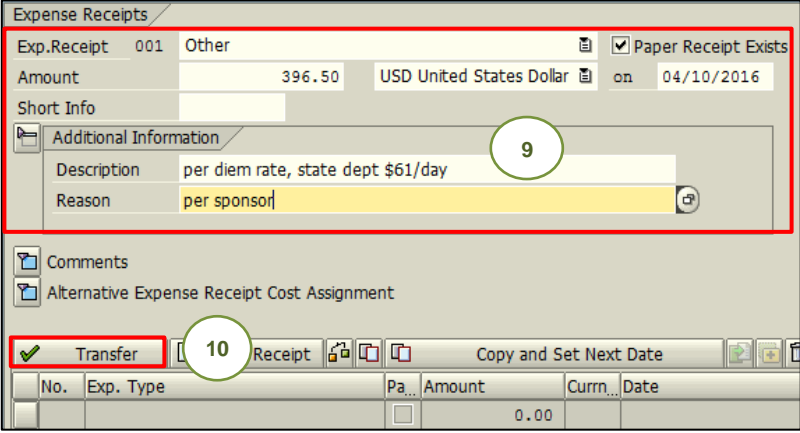
Some sponsored funding sources require the use of per diem rates (a daily allowance to cover meal and incidental expenses (M&IE) when traveling for work). When using per diem rates for reimbursement, actual amounts from receipts are not used when completing the expense report.

Action	Result																																			
<p><u>Determining Foreign M&IE Per Diem Rate:</u></p> <ol style="list-style-type: none"> 1. Access the U.S. Department of State per diem website. 2. Select the travel country from the drop-down menu and click the Go button. 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. 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. 	<div data-bbox="695 642 1300 884"> <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 rates for all locations within the country selected.</p> <p>2 Country: SOUTH AFRICA <input type="button" value="Go"/></p> </div> <div data-bbox="695 947 1230 1304"> <p>Foreign Per Diem Rates In U.S. Dollars</p> <p>Country: SOUTH AFRICA Publication Date: 04/01/2016</p> <p>Previous Rates: 04/01/2016 <input type="button" value="Go"/> 3</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>4</td> <td>12/31</td> <td>5</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> </div> <div data-bbox="703 1360 1308 1675"> <p>M&IE per diem calculation 6</p> <p>4/10: .75 x \$61 = \$45.75</p> <p>4/11-4/15: 5 x \$61 = \$305.00</p> <p>4/16: .75 x \$61 = \$45.75</p> <p style="text-align: right;">\$396.50</p> <p><i>First and last day at 75%.</i></p> </div>	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	4	12/31	5	61		SOUTH AFRICA	Johannesburg	01/01	12/31	248	82	
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<p><u>Determining Domestic M&IE Per Diem Rate:</u></p> <ol style="list-style-type: none"> 1. Access the General Services Administration (GSA) per diem website. 2. Verify the correct Fiscal Year is displayed (rates are based on fiscal year effective October 1st each year). 3. Select the travel destination from the State drop down. 4. Enter the destination city or enter a zip code. 5. Click the Find Rates button. <ol style="list-style-type: none"> 6. Locate the M&IE per diem rate in the last column. 7. Click the Print Results button to scan this page as supporting documentation. <ol style="list-style-type: none"> 8. 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. 	<div data-bbox="691 359 1406 919"> <p>Per Diem Rates 1</p> <p>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.</p> <div style="border: 2px solid red; padding: 5px;"> <p>Search by City, State or ZIP 2</p> <p>For Fiscal Year: 2017 (Current Year) 2</p> <p>California 3</p> <p>San Diego 4</p> <p>OR</p> <p>ZIP</p> <p>Find Rates 5</p> </div> </div> <div data-bbox="691 951 1250 1171"> <p>Lodging by month (excluding taxes.) The last column is the Meals and</p> <table border="1"> <thead> <tr> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>M&IE (5)</th> </tr> </thead> <tbody> <tr> <td>\$162</td> <td>\$162</td> <td>\$162</td> <td>\$162</td> <td>\$162</td> <td>\$162</td> <td>\$149</td> <td>\$64</td> </tr> </tbody> </table> <p>6 7 Print Results New Search</p> </div> <div data-bbox="691 1226 1299 1539"> <p>M&IE per diem calculation 8</p> <p>4/10: .75 x \$64 = \$48.00</p> <p>4/11-4/15: 5 x \$64 = \$320.00</p> <p>4/16: .75 x \$64 = \$48.00</p> <p style="text-align: right;">\$416.00</p> <p><i>First and last day at 75%.</i></p> </div>	Feb	Mar	Apr	May	Jun	Jul	Aug	M&IE (5)	\$162	\$162	\$162	\$162	\$162	\$162	\$149	\$64
Feb	Mar	Apr	May	Jun	Jul	Aug	M&IE (5)										
\$162	\$162	\$162	\$162	\$162	\$162	\$149	\$64										

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Action	Result
<p>9. To enter the M&IE amount:</p> <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. <p>10. Click the Transfer button to apply the expense to the expense grid.</p>	 <p>The screenshot shows the 'Expense Receipts' form. The 'Exp.Receipt' is '001 Other'. The 'Amount' is '396.50' in 'USD United States Dollar' on '04/10/2016'. The 'Description' is 'per diem rate, state dept \$61/day' and the 'Reason' is 'per sponsor'. The 'Transfer' button is highlighted with a red box. A green circle with the number '9' is around the description field, and a green circle with the number '10' is around the 'Transfer' button.</p>