

Per Diem Meal Rates

Purpose:

The per diem meal rates shall reflect the U.S. General Services Administration’s annual published per diem reimbursement rate. The rate can be accessed at the following site: www.gsa.gov/travel/plan-book/per-diem-rates

Step 1 – Determine the city and state traveling to/from (city and state where the event is located).

Step 2 – Check the U.S. General Services Administration’s website for the per diem meal rate for that city and state.

- Go to www.gsa.gov/travel/plan-book/per-diem-rates
- Enter the current fiscal year and search by City and State OR Zip Code

Search by city, state, or ZIP code

Required fields are marked with an asterisk (*).

For Fiscal Year: *

2024 (Current Fiscal Year)

State

Select a State

City

City (optional)

OR


ZIP

ZIP

Find Rates

- Scroll down to “**Meals & Incidentals (M&IE) rates and breakdown**” and use the Breakfast, Lunch, and Dinner rates given.

EXAMPLE:





Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

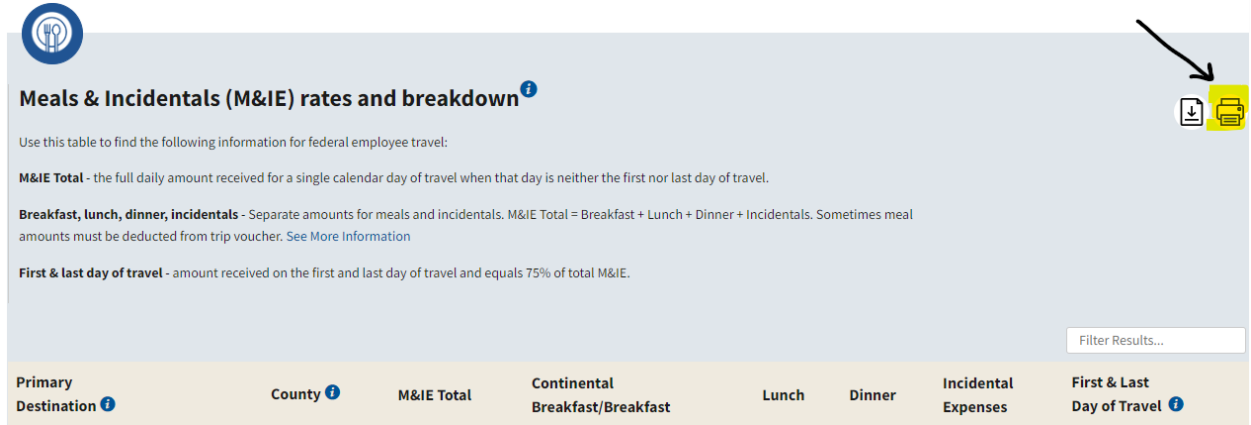
Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See [More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Bakersfield / Ridgecrest	Kern	\$64	\$14	\$16	\$29	\$5	\$48.00

- Click on the Print option on the top right-hand corner of the “**Meals & Incidentals (M&IE) rates and breakdown**” and attach it to the **Claim for Absence Travel Reimbursement** form as backup documentation for auditing purposes.



Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
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Step 3 – Ensure the meals meet the time guidelines found in the AP 7400 Travel Procedures.

The following meals may be claimed if:

A. Breakfast: Trip begins at or before 7:00 a.m. and ends at or after 10:00 a.m.

B. Lunch: Trip begins at or before 11:00 a.m. and ends at or after 2:00 p.m.

C. Dinner: Trip begins at or before 4:00 p.m. and ends at or after 7:00 p.m.