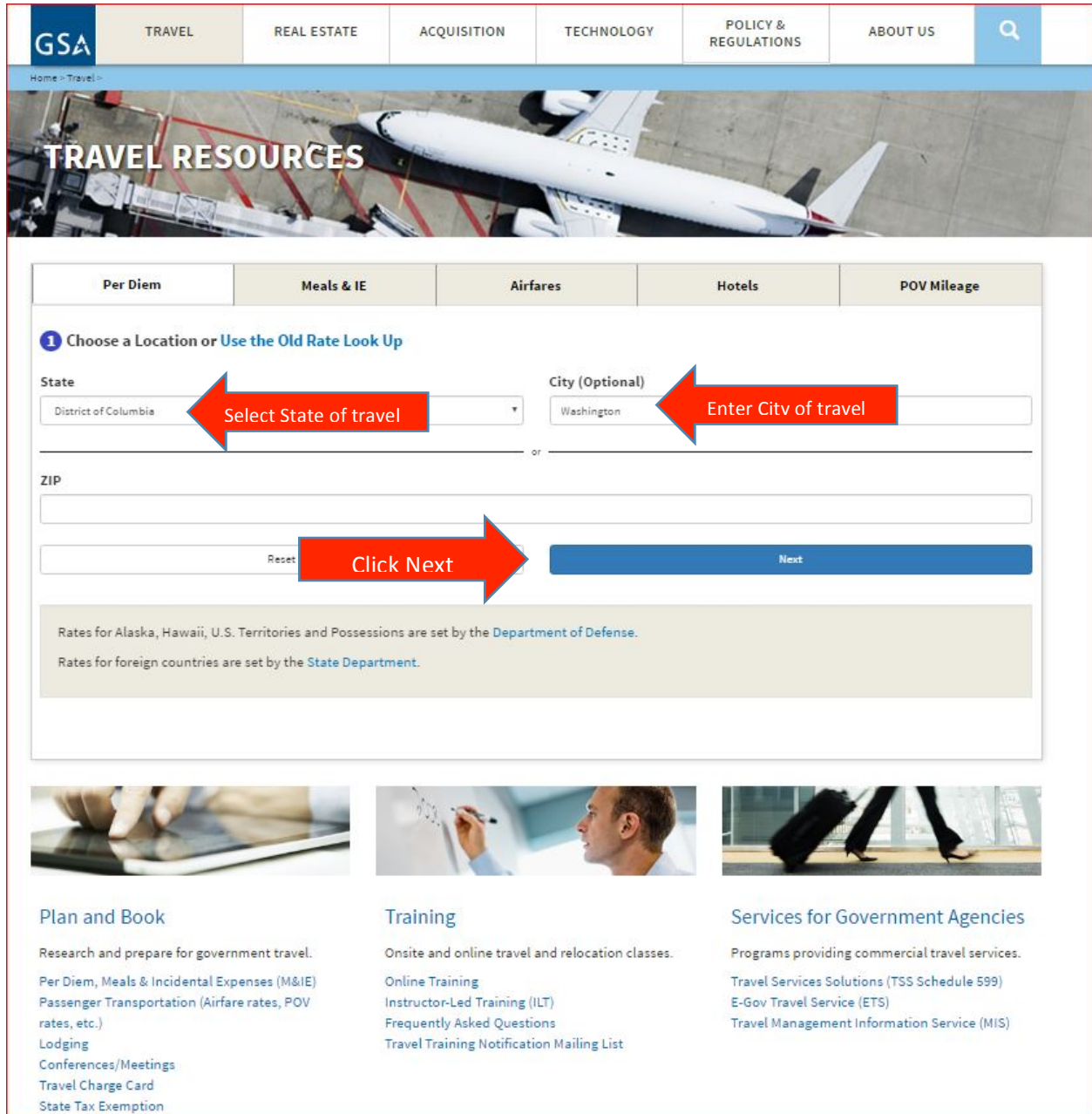


# HOW TO FIND YOUR PER DIEM RATE

Your travel per diem can be found at the following website:

<http://www.gsa.gov/portal/category/26429>

For your information, the following screens will take you step by step through the process.



**GSA** TRAVEL REAL ESTATE ACQUISITION TECHNOLOGY POLICY & REGULATIONS ABOUT US

Home - Travel -

## TRAVEL RESOURCES

Per Diem	Meals & IE	Airfares	Hotels	POV Mileage
----------	------------	----------	--------	-------------

**1 Choose a Location or Use the Old Rate Look Up**

State: District of Columbia **Select State of travel** City (Optional): Washington **Enter City of travel**

ZIP:

**Click Next**

Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the [Department of Defense](#).  
Rates for foreign countries are set by the [State Department](#).

### Plan and Book

- Research and prepare for government travel.
- Per Diem, Meals & Incidental Expenses (M&IE)
- Passenger Transportation (Airfare rates, POV rates, etc.)
- Lodging
- Conferences/Meetings
- Travel Charge Card
- State Tax Exemption

### Training

- Onsite and online travel and relocation classes.
- Online Training
- Instructor-Led Training (ILT)
- Frequently Asked Questions
- Travel Training Notification Mailing List

### Services for Government Agencies

- Programs providing commercial travel services.
- Travel Services Solutions (TSS Schedule 599)
- E-Gov Travel Service (ETS)
- Travel Management Information Service (MIS)

2 Would You Like To:

Calculate Per Diem Allowances for a Trip

Look Up Rates By Fiscal Year

Back

Click here



### Plan and Book

- Research and prepare for government travel.
- Per Diem, Meals & Incidental Expenses (M&IE)
- Passenger Transportation (Airfare rates, POV rates, etc.)
- Lodging
- Conferences/Meetings
- Travel Charge Card
- State Tax Exemption



### Training

- Onsite and online travel and relocation classes.
- Online Training
- Instructor-Led Training (ILT)
- Frequently Asked Questions
- Travel Training Notification Mailing List



### Services for Government Agencies

- Programs providing commercial travel services.
- Travel Services Solutions (TSS Schedule 599)
- E-Gov Travel Service (ETS)
- Travel Management Information Service (MIS)

**GSA** TRAVEL REAL ESTATE ACQUISITION TECHNOLOGY POLICY & REGULATION ABOUT US

Home > Travel >

### 3 Enter Travel Dates




(RATES ARE AVAILABLE BETWEEN 10/1/2016 AND 09/30/2017)

Start Date: 12/11/2016

End Date: 12/16/2016

Back Next



Click Next



#### Plan and Book

Research and prepare for government travel.

- Per Diem, Meals & Incidental Expenses (M&IE)
- Passenger Transportation (Airfare rates, POV rates, etc.)
- Lodging
- Conferences/Meetings
- Travel Charge Card
- State Tax Exemption



#### Training

Onsite and online travel and relocation classes.

- Online Training
- Instructor-Led Training (ILT)
- Frequently Asked Questions
- Travel Training Notification Mailing List

#### Services for Government Agencies

Programs providing commercial travel services.

- Travel Services Solutions (TSS Schedule 599)
- E-Gov Travel Service (ETS)
- Travel Management Information Service (MIS)

Per Diem

Meals & IE

Airfares

Hotels

POV Mileage

4 Multiple Rates are Available. Please Choose One:

Fiscal Year 2017, Destination County

Select a Destination

Back

Next

Click Next

Click drop down arrow for selection



Plan and Book

Research and prepare for government travel.

Per Diem, Meals & Incidental Expenses (M&IE)

Passenger Transportation (Airfare rates, POV rates, etc.)

Lodging

Conferences/Meetings

Travel Charge Card

State Tax Exemption



Training

Onsite and online travel and relocation classes.

Online Training

Instructor-Led Training (ILT)

Frequently Asked Questions

Travel Training Notification Mailing List



Services for Government Agencies

Programs providing commercial travel services.

Travel Services Solutions (TSS Schedule 599)

E-Gov Travel Service (ETS)

Travel Management Information Service (MIS)



Per Diem

Meals & IE

Airfares

Hotels

Select Destination area from drop down menu

4 Multiple Rates are Available. Please Choose One:

Fiscal Year 2017, Destination County

Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)

Back

Next

Click Next



Plan and Book

- Research and prepare for government travel.
- Per Diem, Meals & Incidental Expenses (M&IE)
- Passenger Transportation (Airfare rates, POV rates, etc.)
- Lodging
- Conferences/Meetings
- Travel Charge Card
- State Tax Exemption



Training

- Onsite and online travel and relocation classes.
- Online Training
- Instructor-Led Training (ILT)
- Frequently Asked Questions
- Travel Training Notification Mailing List



Services for Government Agencies

- Programs providing commercial travel services.
- Travel Services Solutions (TSS Schedule 599)
- E-Gov Travel Service (ETS)
- Travel Management Information Service (MIS)



# TRAVEL RESOURCES

Per Diem	Meals & IE	Airfares	Hotels	POV Mileage
Your search for <u>Washington, District of Columbia</u>				
USING RATES FOR WASHINGTON DC (ALSO THE CITIES OF ALEXANDRIA, FALLS CHURCH AND FAIRFAX, AND THE COUNTIES OF ARLINGTON AND FAIRFAX, IN VIRGINIA; AND THE COUNTIES OF MONTGOMERY AND PRINCE GEORGE'S IN MARYLAND) INCLUDING DISTRICT OF COLUMBIA:				
<b>Daily Per Diem Rates:</b> <ul style="list-style-type: none"> <li>December Lodging: \$182</li> <li><u>December M&amp;IE: \$69</u></li> </ul>				
<b>Estimated Per Diem Total:</b>		<b>\$1289.50</b>		
Breakdown				▼
Additional Terms & Conditions				▼
<a href="#">New Search</a>			<a href="#">Print Results</a>	

Click drop down arrow for  
breakdown of Per Diem



## Plan and Book

Research and prepare for government travel.  
Per Diem, Meals & Incidental Expenses (M&IE)  
Passenger Transportation (Airfare rates, POV rates, etc.)



## Training

Onsite and online travel and relocation classes.  
Online Training  
Instructor-Led Training (ILT)  
Frequently Asked Questions



## Services for Government Agencies

Programs providing commercial travel services.  
Travel Services Solutions (TSS Schedule 599)  
E-Gov Travel Service (ETS)  
Travel Management Information Service (MIS)

# TRAVEL RESOURCES

Per Diem

Meals &amp; IE

Airlines

Hotels

POV Mileage

Your search for Washington, District of Columbia

USING RATES FOR WASHINGTON DC (ALSO THE CITIES OF ALEXANDRIA, FALLS CHURCH AND FAIRFAX, AND THE COUNTIES OF ARLINGTON AND FAIRFAX, IN VIRGINIA; AND THE COUNTIES OF MONTGOMERY AND PRINCE GEORGE'S IN MARYLAND) INCLUDING DISTRICT OF COLUMBIA:

### Daily Per Diem Rates:

December Lodging: \$182

December M&amp;IE: \$69

Estimated Per Diem Total:

\$1289.50

Please note the First and Last day Per Diem amounts

Breakdown

Date	Max. Lodging	M&IE	Total
First Day (12/11/16)	\$182	\$51.75*	\$233.75
December Rate	\$182	Full Day per Diem \$69	\$251
Last Day (12/16/16)	-	\$51.75*	\$51.75

\*The first and last calendar dates of M&IE are calculated at 75%

Additional Terms &amp; Conditions

# TRAVEL RESOURCES

Per Diem

Meals &amp; IE

Airlines

Hotels

POV Mileage

## Meals & Incidental Expenses

This table lists the six M&IE tiers in the lower 48 continental United States. Use the Per Diem rates tab above to look up a travel location and find its total M&IE. Locate that amount in the first "Total" column of the table below. The corresponding row provides specific meal breakdowns for the tier. The portion of the M&IE rate provided for incidental expenses is currently \$5 for all tiers.

Total	Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

Refer to the breakdown of FY 2017 meals and incidental expenses (M&IE) for full details on current federal allowances in the continental United States.



### Plan and Book

Research and prepare for government travel.

[Per Diem, Meals & Incidental Expenses \(M&IE\)](#)

[Passenger Transportation](#) (Airfare rates, POV rates, etc.)

[Lodging](#)

[Conferences/Meetings](#)

[Travel Charge Card](#)

[State Tax Exemption](#)



### Training

Onsite and online travel and relocation classes.

[Online Training](#)

[Instructor-Led Training \(ILT\)](#)

[Frequently Asked Questions](#)

[Travel Training Notification Mailing List](#)



### Services for Government Agencies

Programs providing commercial travel services.

[Travel Services Solutions \(TSS Schedule 599\)](#)

[E-Gov Travel Service \(ETS\)](#)

[Travel Management Information Service \(MIS\)](#)



### **Submitting an Expense Report**

\*\*\*Travelers submit a completed expense report and a requisition or petty cash slip signed by the traveler's supervisor and the traveler within 10 business days after returning from travel. Travelers note expenses paid with a P-card and any cash advances and return excess cash advance monies. Travelers provide the following applicable documents.

- Conference schedule of events
- Original itinerary and method of payment for airfare
- Original rental agreement showing proof of payment for vehicle rental
- Original ground transportation receipt showing proof of payment
- Original lodging bill or receipt showing proof of payment
- Receipt from conference sponsor or copy of registration form and proof of payment
- Mileage calculation using Google Maps
- Itemized receipts for allowable expenses. M&IE receipts are **not** required for travel within the United States

### **International Travel**

- Receipt for meals consumed internationally.
- The college will reimburse travelers up to the international per diem rates.
- State Department's foreign per diems rate site  
[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)
- Itemized receipts for allowable expenses. M&IE receipts are required for travel outside of the United States. The college will reimburse travelers for international expenses using a backdate
- Conference schedule of events
- Original itinerary and method of payment for airfare
- Original rental agreement showing proof of payment for vehicle rental
- Original ground transportation receipt showing proof of payment
- Original lodging bill or receipt showing proof of payment
- Receipt from conference sponsor or copy of registration form and proof of payment