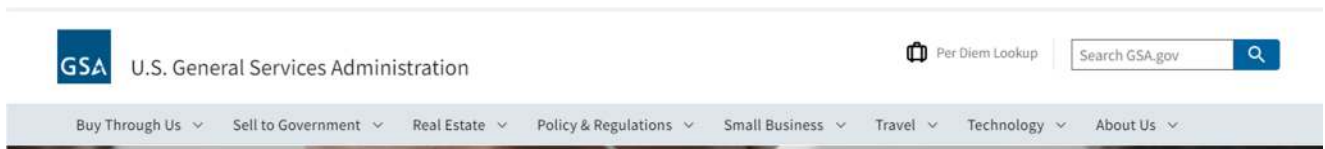




FEDERATION FOR CHILDREN
WITH SPECIAL NEEDS

Travel Reimbursement – Meals & Incidental Expenses (M&IE) rate lookup – In state

- Go to gsa.gov
- Click on “Per Diem Lookup” at top of page



- Enter city/town traveled to (Worcester used as an example)
- Choose date
- Click “Search”

PER DIEM LOOK-UP

1 Choose a location

State: Massachusetts
City (optional): Worcester
OR
ZIP:

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](#).

2 Choose a date

Select Fiscal Year: 2023 (Current Fiscal Year)
OR
Travel start date (mm/dd/yyyy):
Travel end date (mm/dd/yyyy):

Rates are available between 10/1/2012 and 09/30/2023.



FEDERATION FOR CHILDREN
WITH SPECIAL NEEDS



Meals & Incidentals (M&IE) rates and breakdown ⁱ



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 ⁱ	County ⁱ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⁱ
Worcester	Worcester	\$69	\$16	\$17	\$31	\$5	\$51.75

Showing 1 to 1 of 1 entries

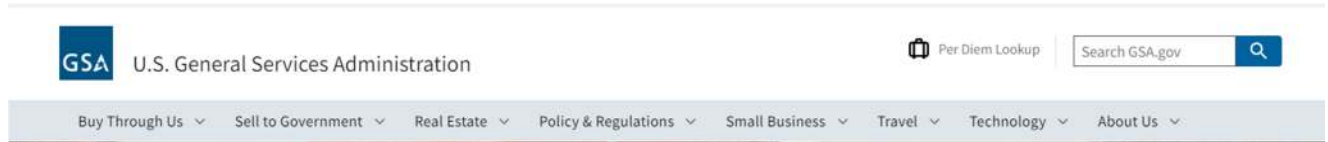
- Use amounts listed for breakfast, lunch, and dinner as allowed amounts for each meal
- Submit reimbursement with receipts attached
- Incidental Expenses not allowed for in state travel



FEDERATION FOR CHILDREN
WITH SPECIAL NEEDS

Travel Reimbursement – Meals & Incidental Expenses (M&IE) rate lookup – Out of state

- Go to gsa.gov
- Click on “Per Diem Lookup” at top of page



- Enter state and city traveled to (Washington DC used as an example)
- Choose date
- Click “Search”



FEDERATION FOR CHILDREN
WITH SPECIAL NEEDS



Meals & Incidentals (M&IE) rates and breakdown¹



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 ¹	County ¹	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ¹
District of Columbia	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)	\$79	\$18	\$20	\$36	\$5	\$59.25

Showing 1 to 1 of 1 entries

- Use amount listed for first and last day of travel
- Use “M&IE Total” for all other days
- Submit reimbursement (receipts not required for out-of-state travel)
- Incidental Expenses allowed for out of state travel