FINDING PER DIEM RATES
Both foreign and domestic per diem rates may be found at the GSA website:
http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Request_perdiem&utm_campaign=shortcuts

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DOMESTIC TRAVEL

STEP 1: Find the city you are traveling to
This may be done either:

a) **Enter the city name or ZIP** (Most major cities will be in the system, however, not all cities are available. If your city is not available, you will need to search by State first, then look for “Standard Rate.”

b) **Click on the state.** If you are unable to locate the city, you will use the per diem rates listed next to “Standard Rate.”

Example of “Standard Rate” - You will be traveling to Deltona, Florida but it is not listed below, you will then use the “Standard Rate” (usually at the top of the list) as your per diem. “Standard Rate” varies from state to state.

STEP 2: Obtain Lodging and Meal Rates
Once you have found rates for your city (or Standard Rate if applicable), you will need:

a) Lodging Rate - be sure to use the lodging rate for the appropriate Month of your travel

b) Meals and Incidental Expenses (MIE) - write it down, you will need this in the next step
STEP 3: Find Your MIE Breakdown

a) While on the same screen, click on the “Meals & Incidental Expenses Breakdown” link in the upper right-hand corner.

b) You will then be directed to the following page:

c) On this page, locate the MIE Total from STEP 2 a. The breakdown of breakfast, lunch and dinner is provided here. Note: As of July 1, 2013, Incidentals are only allowed for International travel. Incidentals should NOT be used when calculating Per Diem for ANY Travel Authority to avoid overestimating costs. If you return from international travel, incidental expenses would then be considered on your Travel Expense Statement.
INTERNATIONAL TRAVEL

STEP 1: Locate the International Travel Link
For International Travel, click on the link for “The State Department Sets Foreign Rates.”

STEP 2: Click on “Foreign Per Diem Rates by Location”

STEP 3: Select the Appropriate Country
STEP 4: Locate the Town you will Travel to
In this case, if we are traveling to Tirana, Albania, we would use the MIE Rates listed beside the city name. If your city is not listed, you will use “Other,” similar to the “Standard Rate” used for Domestic Travel above.

(ALL RATES ARE LISTED IN USD [$])

STEP 5: Write Down Lodging and MIE Rates
*Be sure that you are looking at rates for the correct date (see “Previous Rates”). If the incorrect date is displayed, select the correct date and click “Go”.

For Tirana, Albania, the Maximum Lodging Rate is $190, MIE total is $96.

STEP 6: Find the MIE Breakdown
Hit your browser’s Back Button TWICE to return to the Foreign Per Diem Rate main page
STEP 7: Select “FTR Appendix B (Breakdown of Meals/Incidentals)"

STEP 8: Locate the Appropriate MIE Amount for Breakdown
Scroll down until you locate the MIE amount found in Step 4 above. The MIE Breakdown (Breakfast, Lunch, Dinner, Incidentals) will be listed to the right of this amount.

Note: As of July 1, 2013, Incidentals are only allowed for International travel. Incidentals should NOT be used when calculating Per Diem for ANY Travel Authority to avoid overestimating costs. If you return from international travel, incidental expenses would then be considered on your Travel Expense Statement.
Example of International MIE Breakdown - You will be traveling to Foz do Iguaçu, Brazil:

After following **STEP 1, STEP 2 and STEP 3** above, you arrive at the following page:

After locating Foz do Iguaçu, you will find the Maximum Lodging Rate is $133 and the MIE total is $68. Now, you will return to the main International Per Diem Rates Page (see **STEP 6**) and select the link for "Breakdown of Meals/Incidentals."

After scrolling down to find your total MIE amount, $68, you are then given the MIE Breakdown of:

- **Breakfast** $10
- **Lunch** $17
- **Dinner** $27
- **Incidentals** $14
Questions/Assistance

This guide was created by Megan Weatherford for the Department of Statistics Faculty at The University of Georgia. Any questions or requests for assistance may be directed to:

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