

Travel-Quick Checks

Revised 01/09/2020

For detailed information and foreign travel exceptions see the [CSE Travel Policy](#)

Actual Meal Expenses

For continuous short-term travel of MORE than 24 hours but less than 31 days beginning with the traveler's time of departure and return, the following maximum rates are allowed: **The standard rates apply to all locations in the US except those specifically listed in the GSA state tables To claim higher than the standard rate, a copy of the GSA state table(s) with the location(s) highlighted must be attached to the travel claim.**

Per Diem rates for Alaska & Hawaii are here: www.defensetravel.dod.mil/site/perdiemCalc.cfm
Use the "Local Meals" column for per diem rates. [Meals & Incidental Expense breakdown.](#)

Per Diem Rates Effective October 1, 2019

Trip Duration	Standard Rates-GSA	Locations in GSA Tables
Meals-Complete 24 hr period	Actual up to rates listed below	See table for specified rates
Incidentals	\$5 for each 24 hours	\$5 for each 24 hours

First Day of Travel	Standard Rates-GSA	Locations in GSA Tables
Trip begins at or before 7 a.m.	Breakfast up to \$13	See GSA state tables for specified rates
Trip begins at or before noon	Lunch up to \$14	
Trip begins at or before 6 p.m.	Dinner up to \$23	

Continuing after 24 Hours	Standard Rates-GSA	Locations in GSA Table
Trip ends at or after 9 a.m.	Breakfast up to \$13	See GSA state tables for specified rates
Trip ends at or after 2 p.m.	Lunch up to \$14	
Trip ends at or after 6 p.m.	Dinner up to \$23	

Lodging

Lodging will be reimbursed for reasonable **actual** costs including taxes. Lodging costs in excess of \$195 per night, not including tax, must be approved by the traveler's supervisor or one-up authority on the Travel Approval form. The original receipt should clearly show the name of the traveler, amount of the bill, itemization of charges, dates and establishment name.

Original Required Receipts*

Airfare	Required
Lodging (>\$175 requires supervisor approval)	Required
Meals	Required- itemized if claiming less than per diem
Car rental	Required
Gasoline for car rental or emergency use for University bus	Required
Conference registration fees	Required
Railroad, bus, light rail fares Taxi, shuttle, parking	Required if any one instance is greater than \$10
Telephone, fax, Internet	Required if any one instance is greater than \$10
Miscellaneous business expenses	Required

Maximum Mileage Rate Allowed

Effective 1/1/2020 57.5 cents per mile