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](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)
Use the “Local Meals” column for per diem rates. [Meals & Incidental Expense breakdown](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm).

**Per Diem Rates Effective October 1, 2019**

<table>
<thead>
<tr>
<th>Trip Duration</th>
<th>Standard Rates-GSA</th>
<th>Locations in GSA Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals-Complete 24 hr period Incidents</td>
<td>Actual up to rates listed below $5 for each 24 hours</td>
<td>See table for specified rates $5 for each 24 hours</td>
</tr>
<tr>
<td>First Day of Travel</td>
<td>Standard Rates-GSA</td>
<td>Locations in GSA Tables</td>
</tr>
<tr>
<td>Trip begins at or before 7 a.m.</td>
<td>Breakfast up to $13</td>
<td>See GSA state tables for specified rates</td>
</tr>
<tr>
<td>Trip begins at or before noon</td>
<td>Lunch up to $14</td>
<td></td>
</tr>
<tr>
<td>Trip begins at or before 6 p.m.</td>
<td>Dinner up to $23</td>
<td></td>
</tr>
<tr>
<td>Continuing after 24 Hours</td>
<td>Standard Rates-GSA</td>
<td>Locations in GSA Table</td>
</tr>
<tr>
<td>Trip ends at or after 9 a.m.</td>
<td>Breakfast up to $13</td>
<td>See GSA state tables for specified rates</td>
</tr>
<tr>
<td>Trip ends at or after 2 p.m.</td>
<td>Lunch up to $14</td>
<td></td>
</tr>
<tr>
<td>Trip ends at or after 6 p.m.</td>
<td>Dinner up to $23</td>
<td></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Item</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Required</td>
</tr>
<tr>
<td>Lodging (&gt;=$175 requires supervisor approval)</td>
<td>Required</td>
</tr>
<tr>
<td>Meals</td>
<td>Required- itemized if claiming less than per diem</td>
</tr>
<tr>
<td>Car rental</td>
<td>Required</td>
</tr>
<tr>
<td>Gasoline for car rental or emergency use for University bus</td>
<td>Required</td>
</tr>
<tr>
<td>Conference registration fees</td>
<td>Required</td>
</tr>
<tr>
<td>Railroad, bus, light rail fares, Taxi, shuttle, parking</td>
<td>Required if any one instance is greater than $10</td>
</tr>
<tr>
<td>Telephone, fax, Internet</td>
<td>Required if any one instance is greater than $10</td>
</tr>
<tr>
<td>Miscellaneous business expenses</td>
<td>Required</td>
</tr>
</tbody>
</table>

**Maximum Mileage Rate Allowed**
Effective 1/1/2020 57.5 cents per mile