The State of Kansas, as authorized by K.S.A. 75-3207a, has changed the method used to set subsistence rates for agency travel.

Per Diem – Meals and Incidental Expenses:

- Subsistence Rates (Daily Per Diem) for the State of Kansas shall consist of:
  - Meals and Incidents Expense (M&IE) rate –
    - Meals – the cost of the meals, taxes and tips
    - Incidents Expense – all fees and tips to hotel porters, bellhops, doormen, and maids
- Daily Per Diem will be determined SOLEY by the use of the CONUS – U.S. General Services Administration defined rates found at: [http://www.gsa.gov/portal/category/100120](http://www.gsa.gov/portal/category/100120)
- Per Diem rates are adjusted bi-annually
- OCONUS – is the site for per diem rates to be used OUTSIDE of the contiguous US (Alaska, Hawaii and International location).
  - For International travel, the allowance for paying ACTUAL mean expense with receipts is **discontinued**.
- Meal reimbursement per diem will be made based on quarter days and the total daily per diem will be divided equally between the quarters.
- Meal reimbursement per diem will be provided for the quarter a traveler leaves and returns (in addition to all quarters in travel status).
  - 12:00 – 6:00 a.m.
  - 6:00 – 12:00 p.m.
  - 12:00 – 6:00 p.m.
  - 6:00 – 12:00 a.m.

TEM (Travel and Expense Management System) for WSU will be updated on January 1, 2016 to comply with these changes.