Meals Per Diem Instructions

Per Diem rates for meals are based on location and date.

Travel on or after January 1, 2016, will utilize a new per diem calculation. The TEM system will continue to automatically calculate per diem based on location, date, and travel status. Travelers will be reimbursed for every quarter they are in travel status. With the upcoming changes, delegates won’t have to delete additional lines of per diem!!

The per diem meals expense type will now be called ‘Meals and Incidentals (Hotel Tips)’ and includes the fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. These types of expenses will no longer be itemized on separate lines. The amount in the expense item cannot be edited once calculated. If the traveler is in travel status for a full day and one or meals is provided, the amount of the per diem for that day is reduced by the following:

- Breakfast: 15%
- Lunch: 35%
- Dinner: 50%

If the traveler is in travel status for a partial day, the quarter amount is calculated first, and the deduction is then applied.

- **Reduced Meal Allowance:**
  If the cost of meals is included within the cost of registration fees or other fees and charges paid by the agency or supplied without cost by another party, the daily M&IE rate for the travel location should be reduced based
on the percentages listed below. For partial days, the quarter amount is calculated first and then the deduction percentage is applied. The M&IE deduction percentages are as follows:

Breakfast 15%
Lunch 35%
Dinner 50%

Partial day example:
- If the traveler leaves at 7:00 a.m., quarter 1 will not be reimbursed. The daily per diem is reduced by 25%. ($64 \times .25 = \$16) ($64 - $16 = \$48)
- If lunch is provided that day, per diem would be further reduced by 35%. ($48 \times .35 = \$16.80)
- Total per diem for the day would be $48 - $16.80 = \$31.20

- Meal Allowance for Single Day Travel:
  Meal reimbursement for single day travel, in accordance with K.A.R. 1-16-18(c)(3), is calculated as a percentage of the daily M&IE rate for the travel location, based on the approved meal, as follows:

Breakfast 15%
Lunch 35%
Dinner 50%

Same day meals will need to be entered manually. The CONUS website will tell you the per diem amount for the destination, then you will reimburse the percentage accordingly.

For example, if the per diem amount from CONUS is 51 and we are reimbursing a dinner you would do the following:

Dinner is 50%, which would be $25.50. You will use the Meals (Allowed/Actual).
Refer to the State Handbook to view requirements to receive reimbursement.

Per Diem rates can be found on the following websites:

CONUS: Continental US
http://www.gsa.gov/portal/content/104877

OCONUS: Outside the Contiguous United States (Alaska, Hawaii, and US Territories)
http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

International: established by the Federal State Department
https://aoprals.state.gov/web920/per_diem.asp