

## ALLOWABLE TRAVEL EXPENDITURES FOR GRANTEES

CIRM grantees must comply with CIRM travel rules to provide reimbursement for travel related expenses under CIRM Notice of Awards.

### **Allowable Travel Expenses using CIRM Award Funding**

Allowable travel-related expenses for both domestic and international travel include costs for transportation, lodging, subsistence, and related items incurred by all personnel on project-related business. Reimbursement for transportation expenses shall be based on the most economical mode of transportation (e.g., coach fare) and the most traveled route consistent with the authorized purpose of the trip. Reimbursed lodging and subsistence expenses must be ordinary and necessary to accomplish the official business purpose of the trip.

### **ME&I Daily Maximum**

Currently, the daily maximum allows for travel-related meals and incidentals is **\$79.00** per person, per day (every 24-hour period.) The daily rate includes the cost of meals, taxes, incidentals, and tips.

Alcohol purchases may not be reimbursed with CIRM funds. Whenever possible, the purchase of alcohol should be made separately and not reflected on the meal purchase. However, if this is not possible, to determine the allowance reimbursable amount, the alcohol, as well as the tax and tip associated with the alcohol purchase, should be deducted from the total cost.

The Daily Maximum is adjusted periodically.

### **Hotel Rates**

Refer to the [GSA Per Diem Rates](#) for the maximum allow hotel rates. The federal government set the rates in the continental United States. To determine the maximum allowable rates, search by fiscal year (determined by date of travel), city, state (or zip code,) and month of travel.