

Reimbursable Subsistence Expenses

Subsistence Reimbursement Rates

The following are the maximum daily reimbursement levels for lodging, meals and incidental expenses (M&IE) related to official university travel.

Type of Travel	Less than 24 hours ⁽¹⁾	Less than 30 days	30 days or more	In excess of one year
CONUS ⁽²⁾	M&IE up to \$33 ⁽⁴⁾	Cost of lodging ⁽³⁾ and M&IE up to \$50 ⁽⁴⁾	Per Diem (up to 55%)*	Per Diem (up to 150% of 30-day per diem)*
OCONUS ⁽⁵⁾	M&IE up to \$33 ⁽⁴⁾	Per Diem**	Per Diem (up to 55%)**	Per Diem (up to 150% of 30-day per diem)**
Foreign	Actual cost only (not to exceed Per Diem*** rate)	Per Diem***	Per Diem (up to 55%***)	Per Diem (up to 150% of 30-day per diem)***
Non-commercial Facility Daily Expenses ⁽⁶⁾	Actual cost only (not to exceed Per Diem**** rate)	Per Diem (up to 55%)****	Per Diem (up to 55%)****	Per Diem (up to 55%)****

* Use applicable Federal per diem rates issued by the General Services Administration. Find [CONUS Per Diem Rates](#)

** Use the non-foreign locality per diem rates issued by the Department of Defense. Find [OCONUS Per Diem Rates](#)

*** Use Federal Maximum Travel Per Diem Allowances for Foreign Areas issued by the Department of State. Find [Overseas Per Diem Rates](#)

**** Use the appropriate per diem rate (CONUS, OCONUS or Foreign) as given above.

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1. A traveler must be on travel status for more than 12 hours in order to be reimbursed for meals in connection with a trip of less than 24 hours. For help in determining legitimate expenses for short term travel, use our [decision tree](#).
 2. Travel within the continental United States.
 3. Reasonable lodging expenses supported by a receipt are fully reimbursable.
 4. This is not a blanket rate. Reimbursement is for actual out-of-pocket expenses up to the stated maximum. This M&IE ceiling is a daily amount. For a trip lasting more than one day, the total of the daily amounts may not be averaged for the duration of the trip.
 5. Travel within Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and territories and possessions of the United States.
 6. Non-commercial are facilities such as house trailers or field camping equipment. Includes the cost of lodging.

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