

## CSU TRAVEL PROCEDURES

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### APPENDIX D - LODGING AND MEALS & INCIDENTALS REIMBURSEMENT CAPS, AND RECEIPT REQUIREMENTS

The following chart summarizes the applicable reimbursement methods and the maximum rates authorized for lodging and meal and incidental expenses (M&IE) incurred while on travel status:

Location	Less Than 30 Days with Overnight Stay	30 Days or More	In Excess of One Year
Travel within the 48 contiguous United States Daily M&IE	Actual meal expenses up to \$55/calendar day plus actual incidental expenses up to \$7/calendar day.	Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area.	Per Diem up to 150% of 30 day per diem.
Lodging	Actual lodging cost not to exceed \$275 per night. Receipts required for expenses of \$75 or more	No receipts required	No receipts required.
Travel within Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and possessions of the United States Daily M&IE	Published Federal Government Per Diem for specific location.  No receipts required.	Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area.	Per Diem up to 150% of 30-day per diem.
Lodging	Actual lodging cost not to exceed \$275 per night. Receipts required for expenses of \$75 or more.	No receipts required.	No receipts required.
International Daily M&IE and Lodging	Published Federal Government Per Diem for specific location. No receipts required.	Maximum Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area. No receipts required.	Per Diem up to 150% of 30-day per diem.  No receipts required.
Non-Commercial Facility Daily Lodging Expenses	Actual expenses up to 100% of Published Federal Government Per Diem for specific location. Receipts required for non-international travel.	Maximum Per Diem Determined by Authorized Approver cannot exceed Federal per diem.  No receipts required.	Per Diem up to 150% of 30-day per diem.  No receipts required.

Federal Per-diem rates for all locations: <http://www.gsa.gov/portal/category/21287>