



GSA Per Diem Memo

Subject: Domestic Per Diem utilizing Federal GSA rates

Domestic Meals and Incidental Expenses (M&IE):

Effective **June 15, 2023**, for business related domestic overnight travel, individual travelers may request reimbursement for Meals and Incidental Expenses (M&IE) utilizing US General Services Administration (GSA) per diem rates. In conjunction with this change, per GSA guidelines, the University will reimburse **75%** of the applicable rates on the first and last days of travel.

Rates to use by location: The US GSA assigns domestic M&IE per diem rates to primary destinations within each state. For cities and counties not listed as primary destinations, the standard GSA M&IE, is the maximum rate (\$59). If travel occurs to multiple locations within a day, a traveler is eligible for the meal per diem in effect for the location in which the last **work** activity occurs rather than the location where the traveler spends the night.

Meals covered by a third party: US GSA regulations assign the [M&IE per diem](#) on a meal-by-meal basis. If meals are provided by a conference, host, or as part of hotel accommodations, then the meal per diem for that trip must be adjusted to correspond with the meals that were provided.

Group, business, or entertainment meal expenses are not eligible for per diem rates: Actual expenses must be used for business meals. The per diem rate cannot be claimed in conjunction with group, business, or entertainment meal expenses. Business meals are defined as meals taken with students, colleagues, donors, individuals, or entities doing business with the University or seeking to do business with the University, in which specific business discussions take place.

International Per Diem Rates:

No changes are being made at this time to International Per Diem Rates. International meal expenses will continue to be claimed as actual expenses or at the standard Baylor per diem rate (\$59). The University is continuing to review International Per Diem Rates.

For additional information, reference the Meals Per Diem Job Aid.