

# ***CHANGES TO THE STATEWIDE TRAVEL REGULATIONS***

(Effective October 1, 2012)

## ***Office of Disbursements***



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# CHANGES TO THE STATEWIDE TRAVEL REGULATIONS

Effective October 1, 2012

The State Accounting Office and the Office of Planning and Budget ([SAO Travel Website](#)) are responsible for establishing [Statewide Travel Regulations](#). This responsibility was assigned to these organizations through House Bill 293, which was passed into law during the 2005 legislative session (codified as O.C.G.A. 50-5B-5).

**Note:** Throughout the Statewide Travel Regulations there is a reference to the GTE system. Georgia State University does not currently use the GTE system. However, we are working toward implementing the system in the very near future. The Statewide Travel Regulations are applicable regardless of the software used by an agency.

This document summarizes the changes extracted from the [State of Georgia Statewide Travel Regulations](#).

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## 1.1 Travel within the State of Georgia:

- Tips will continue to be allowed!
- Tips should be entered under miscellaneous expenses, and identified as Tips. (Page 17, 4.1)
- Travelers will be limited to 75% of per diem on both the 1st and last days of travel. (Page 18, 4.4)
- The State will only reimburse for one piece of checked luggage - (Page 10, 1.11)

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## 1.2 Travel outside the State of Georgia:

- Tips are “limited” to the meal per diem plus the maximum incidental cost listed under M & I (Meals and Incidentals) by location. (Page 17, 4.1)  
(Meal per Diem for travel to Washington, D.C. is used as an example in this document (see below).
- Travelers will be limited to 75% of per diem on both the 1st and last days of travel. (Page 18, 4.4)
- The State will only reimburse for one piece of checked luggage - (Page 10, 1.11)

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## 1.3 How to Locate the Per Diem Rates:

Per Diem Rates can be found at [GSA Webpage \(General Services Administration\)](http://www.gsa.gov/portal/category/21287).

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## 1.4 Example of How to Calculate the Meal per Diem with Tips/Incidentals for Out of State Travel:

Step 1: Go to Per Diem Rate Website to choose Washington, DC.

- URL: <http://www.gsa.gov/portal/category/21287>
- Type: "Washington" at "Select Your City"
- Select: "District of Columbia" at "Select a State"
- Click "Find Per Diem Rates" Red Button (See Screen Shots Below)

The screenshot shows the GSA website's "Per Diem Rates" page. At the top, there are navigation links: Home, Newsroom, Regions, Staff Directory, and Car. The GSA logo and "U.S. General Services Administration" are on the left. A breadcrumb trail reads: Home > Policy & Regulations > Travel, Transportation, & Relocation > Travel Management > Per Diem >. On the left sidebar, there are links for Overview, FY 2012 Highlights, FY 2013 Highlights, Per Diem Files (Archived), Per Diem Mobile App, FAQ, Have a Per Diem Question?, M&IE Breakdown, Factors Influencing Lodging Rates, Fire Safe Hotels, and Per Diem Rates. The main content area is titled "Per Diem Rates" and includes a paragraph explaining that rates are set by fiscal year and can be found by city and state or ZIP code. Below this is a search form with two input fields: "Enter your city" (containing "washington") and "Enter your ZIP Code". A red circle highlights the "washington" text. To the right of the fields is a red button labeled "FIND PER DIEM RATES". Below the search form is a "SEARCH BY STATE" section with a map of the United States. The map shows the "WASHINGTON, DC METRO AREA" highlighted in red, with a star icon over the District of Columbia. The text "Find Rates for: Fiscal Year 2012 (Current Year)" is displayed above the map.

Step 2: View per Diem Rates for District of Columbia

- You will see the Per Diem Rates for District of Columbia as Search Result from previous step. (See Screen Shot Below)
- Please Note value “71” under “Meals & Inc. Exp.\*\*” column, value manually highlighted here. This value shows the maximum we can claim for Meals, including Incidentals.
- Click on “Meals & Inc. Exp.\*\*” to see M&IE Breakdown in Step 3.

Home | Newsroom | Regions | Staff Directory | Careers | Forms | e-Tools | QuickLinks

**GSA** U.S. General Services Administration

SEARCH

Home > Policy & Regulations > Travel, Transportation, & Relocation > Travel Management > Per Diem > Per Diem Rates >

## FY 2012 Per Diem Rates for District of Columbia, District of Columbia

(October 2011 - September 2012)

**SEARCH BY CITY, STATE OR ZIP CODE**

Enter your city  
washington

OR

Enter your ZIP Code

**FIND PER DIEM RATES**

District of Columbia [Per Diem Map >](#)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

[Click Here to See M&IE Breakdown](#)

The following rates apply for **District of Columbia , District of Columbia**

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2011			2012									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	226	183	183	183	183	224	224	224	224	169	169	226	71

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations.  
 \*\* Meals and Incidentals Expenses, see Breakdown of M&IE Expenses for important information on first and last days of travel.

**CONTACTS**      **NEED MORE INFORMATION?**      **RELATED TOPICS**

Step 3: View Meals and Incidental Expenses (M&IE Breakdown)

- You will see the Meals and Incidental Expenses (M&IE Breakdown) after you click on “Meals & Inc. Exp. \*\*” in previous screen. (See Screen Shot Below)

Meals and Incidental Expenses ( M&IE) Breakdown http://v

Home | Newsroom | Regions | Staff Directory | Careers

**GSA** U.S. General Services Administration

Home > Policy & Regulations > Travel, Transportation, & Relocation > Travel Management > Per Diem >

**Per Diem**

Overview

FY 2012 Highlights

FY 2013 Highlights

Per Diem Files (Archived)

Per Diem Mobile App

FAQ

Have a Per Diem Question?

M&IE Breakdown

Factors Influencing Lodging Rates

Fire Safe Hotels

Per Diem Rates

## Meals and Incidental Expenses ( M&IE) Breakdown

The following table is provided for federal employees who need to deduct provided meals from their daily meals and incidental expense (M&IE) allowance. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers), as well as the amount federal employees receive for the first and last calendar day or travel. The first and last calendar day of travel is calculated at 75 percent.

<b>M&amp;IE Total</b>	<b>\$46</b>	<b>\$51</b>	<b>\$56</b>	<b>\$61</b>	<b>\$66</b>	<b>\$71</b>
<b>Continental Breakfast/ Breakfast</b>	\$7	\$8	\$9	\$10	\$11	\$12
<b>Lunch</b>	\$11	\$12	\$13	\$15	\$16	\$18
<b>Dinner</b>	\$23	\$26	\$29	\$31	\$34	\$36
<b>Incidentals</b>	\$5	\$5	\$5	\$5	\$5	\$5
<b>First &amp; Last Day of Travel</b>	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

Step 4: **Understanding the Value of the Meals and Incidental Expenses** (M&IE Breakdown)

For this example (Washington, D.C), the maximum per Diem is \$71, which includes Meals and Incidentals.

1. A traveler can claim Meal Per Diem *without* Incidental, which comes to \$66.

<b>MEAL Per Diem without Incidental</b>	<b>\$71</b>
Continental Breakfast/Breakfast	\$12
Lunch	\$18
Dinner	\$36
<b>Total Meal Per Diem</b>	<b>\$66</b>

2. A traveler may add the **\$5 incidental**/tip (maximum allowed per day for combined meals) to any one of the day's meals. This example shows \$5 added to lunch, then the total Meal Per Diem with Incidental, comes to \$71 maximum allowed.

<b>MEAL Per Diem with Incidental ( add \$5 to Lunch, for example)</b>	<b>\$71</b>
Continental Breakfast/Breakfast	\$12
Lunch ( \$5+\$18)	\$23
Dinner	\$36
<b>Total Meal Per Diem with Incidental</b>	<b>\$71</b>

3. We may only claim 75% of the maximum per Diem for the first day and last day of the travel:

<b>First day and Last Day per Diem Calculation</b>	
Max Per Diem	\$71.00
Percentage	75%
<b>Allowance ( = Max Per Diem * Percentage)</b>	<b>\$53.25</b>

4. Note: Additional tips may **not** be claimed as miscellaneous expense, effective 10/01/2012.

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## 1.5 Contacts:

- Questions may be emailed to Disbursements, at [accountspayable@gsu.edu](mailto:accountspayable@gsu.edu).

- Disbursements Staff who handle Employee and Student Travel:

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