

New Policy # 671.21

- District personnel and board members will be reimbursed for meals and incidental expenses when attending approved meetings and conferences on a per diem rate as outlined in the federal per diem (conus) rates.
- Per state guidelines, district employees shall not be reimbursed for breakfast if they leave home after 6 a.m. or for lunch, if they return home before noon, or for dinner if they return home before 7 p.m.

What is a Per diem rate?

This is an allowance (also referred to as subsistence allowance) for lodging (excluding taxes), meals, and related incidental expenses. The **CONUS** (defined as the 48 contiguous States and the District of Columbia) per diem rates are established annually by GSA for travelers on official Government business to use for their lodging, meals and incidental expenses.

What is the Standard CONUS Per Diem rate?

GSA establishes a standard CONUS per diem rate (CONUS is defined as the 48 contiguous States and the District of Columbia) that is used for cities not specifically shown in the CONUS Per Diem Rate listing (Appendix A of Chapter 301 to the Federal Travel Regulation. The Standard CONUS Per Diem Rate is \$55 for Lodging (excluding taxes) and **\$31 for Meals and Incidentals**, effective January 1, 2004.

Domestic Maximum Per Diem Rates EFFECTIVE October 1, 2000

Per diem locality:

CONUS, Standard rate

lodging	+	M&IE	= per diem
amount		rate	rate 4
(a)		(b)	(c)
\$55		\$31	\$85

(Applies to all locations within CONUS not specifically listed or encompassed by the boundary definition of a listed point.)

Meals and Incidentals Breakdown

This is the Meals and Incidentals Breakdown (samples as of 1 January 2004)

M & IE	\$31	\$34	\$38	\$42	\$46
Breakfast.....	5	5	6	6	7
Lunch.....	8	9	10	11	12
Dinner.....	12	13	15	17	18
Incidentals.....	6	7	7	8	9

A complete chart is available on our web site.

When Per Diem? When Receipts?

- When Travel is Overnight = Per Diem



- When Travel is **NOT** Overnight = Get Receipts



What Type of Receipt is Required?

Submit This

Do Not Submit This

Actual-Original Receipts

Listing Meal Items Purchased

Credit Card Slip

Showing Only Payment to a Restaurant

Sam & Ella's Restaurant

12 Jan 20XX 8:30p.m.

8 oz T-bone Steak	\$8.50
Lemonade	\$2.50
Apple Pie	<u>\$3.00</u>
Total	\$14.00

Paid Visa 234558777

Sam & Ella's Restaurant

\$14.00

Visa 12 January 20XX

Exception: McDonald's or Fast Food Restaurants where no detail is given—Then the meal slip without detail is going to have to suffice.

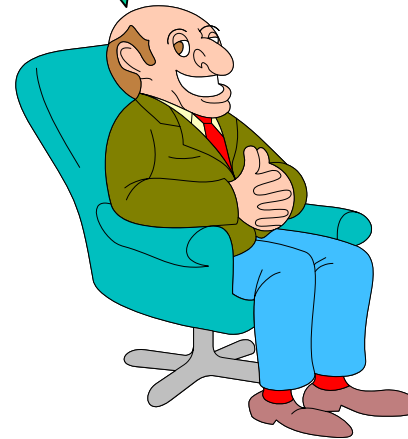
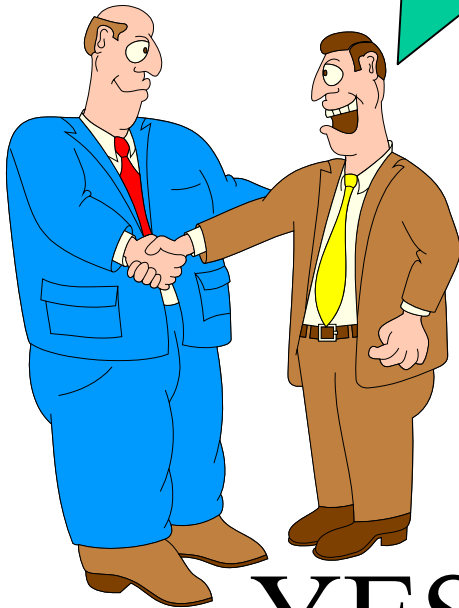
Is Prior Approval Required?

Yes. I have signed the approval form.

May I go to the conference, and will my expenses be approved per policy?

No Way. You did not get prior approval

I went to this great conference over the weekend. Why won't you reimburse me for my meals?



YES!!! In writing!!!

How Do I Claim Reimbursement?

Complete

Monona Grove School District

TRAVEL EXPENSE REPORT

& Give Travel Expense Report to
your Administrator