

Meals and Lodging Rules and Instructions

The following are the maximum allowable rates for Meals and Lodging combined for UH travelers. All meals and lodging require itemized receipts. Actual Meals and Lodging amount not exceeding the maximum allowable rate indicated below will be paid or reimbursed.

Overnight Travel Destination	Local Funds	State Funds
Texas	\$220	See the GSA website for maximum*
Outside Texas and within the continental US	\$325	See the GSA website for maximum*
Outside continental US (including Alaska, Hawaii, Canada, Mexico, and other countries)	Higher of \$350 or rate on the GSA website (follow link to DOD website)*	Higher of \$350 or rate on the GSA website (follow link to DOD website)*

*See instructions below to find out the maximum amounts in the GSA website.

Foreign Travel Meal Receipt Exception

Meal receipts may not be provided in some remote locations outside the United States. In those instances, the traveler must provide an itemized list of actual meal expenses and a written explanation for not providing meal receipts.

Alcoholic Beverages

1. Alcoholic beverages, if allowed by the department, cannot be purchased during normal business hours by employees.
2. Expenditures for alcoholic beverages must be itemized and charged to account (53113), whether part of a travel meal or business meal. However, the cost of alcoholic beverages will be added to the cost of travel meals or business meals in determining whether the per diem or business meal maximum cost was exceeded.
3. Alcoholic beverages cannot be charged to state, tuition, sponsored project, federal indirect cost, or Athletic cost centers.

How to find out Meals & Lodging Max for Travel within the Continental US (State Fund Travel Only)

- (1) Go to the U.S. General Services Administration website: <http://www.gsa.gov/portal/category/21287>
- (2) Click on “Per Diem Files (Archived)” on the menu.



- (3) Click on the hyperlink for the most current Per Diem Files

Per Diem Files (Archived)

Follow these steps to download the files. Move your mouse pointer to the file name. Click your LEFT mouse button, Open file, Select File, Save as, to save file to your computer.

- [FY 12 Per Diem Files](#)
- [FY 11 Per Diem Files](#)
- [FY 10 Per Diem Files](#)
- [FY 09 Per Diem Files](#)
- [FY 08 Per Diem Files](#)
- [FY 07 Per Diem Files](#)
- [FY 06 Per Diem Files](#)

- (4) Click on the hyperlink for the most current Per Diem File (Downloadable) to download to Excel

[FY 12 Per Diem Files](#)

Name	Format	Size
FY 12 Per Diem Rates (Downloadable)	Excel	124k

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- (5) Find the destination and the season that you are traveling in the spreadsheet

State	Primary Destination	County	Season Begin Date	Season End Date
MD	Baltimore City	Baltimore City	October 1	November 30
MD	Baltimore City	Baltimore City	December 1	February 29
MD	Baltimore City	Baltimore City	March 1	September 30
MD	Baltimore County	Baltimore		

- (6) Add Lodging Rate and M&IE Rate and then subtract \$5 (incidentals – IE) – this is the maximum Meal & Lodging rate

State	Primary Destination	County	Season Begin Date	Season End Date	Lodging Rate	M&IE Rate
MD	Baltimore City	Baltimore City	October 1	November 30	\$145	\$71
MD	Baltimore City	Baltimore City	December 1	February 29	\$121	\$71
MD	Baltimore City	Baltimore City	March 1	September 30	\$145	\$71

Example: Traveling to Baltimore City, MD in December

Your Maximum Federal Per Diem Rate (Meal & Lodging Cap) is $\$121 + 71 - 5 = \187

If you cannot find the city or county, add the standard Lodging Rate and M&IE Rate indicated on the top of the spreadsheet and then subtract \$5 (incidentals).

State	Primary Destination	County	Season Begin Date	Season End Date	Lodging Rate	M&IE Rate
	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				\$77	\$46

How to find out Meals & Lodging Max for Travel outside of the Continental US (Local and State Fund Travel)

- (1) Go to the U.S. General Services Administration website: <http://www.gsa.gov/portal/category/21287>
- (2) Click on link to the DoD website

SEARCH BY STATE

Find Rates for:

The Department of Defense sets for rates for Alaska, Hawaii, U.S. Territories, and Possessions (OCONUS rates.) [Visit DoD Site >](#)

The State Department sets Foreign rates. [Visit State Dept Site >](#)

- (3) Click on Per Diem Rate Files

[Programs & Services > Allowances > Per Diem Rates > Per Diem Rates](#)

Per Diem Rates Query

CONTIGUOUS UNITED STATES
Updated: 01/13/2012
[View summary of changes](#)

STATE: FISCAL YEAR:

INCLUDE ALL CITIES AND TOWNS
 INCLUDE MILITARY INSTALLATIONS

For unlisted locations, use the [CENSUS County Look-up site](#).

[Per Diem Rate Files](#)

(4) Under “**OCONUS and Foreign Locations**”, select the most current file and click on the “Excel” hyperlink

OCONUS and Foreign Locations

- Effective 01 Febraury 2012 - updated 01/30/12
 - PDF
 - Excel
 - ASCII
 - Relational

(5) Find the country and location in the spreadsheet

State/Country	Location
JAPAN	TOKYO CITY
JAPAN	TOKYO-TO
JAPAN	TORI STATION
JAPAN	TORI STATION
JAPAN	TOSHIMA
JAPAN	TOTTORI

(6) Add **Lodging** amount and **Local Meal Rate** – this is the maximum Meal & Lodging rate

State/Country	Location	Season Begin	Season End	Lodging	Local Meal Rate	Proportional Meal Rate	Local Incidental	Footnote Number	Footnote Rate	Maximum Per Diem	Effective Date
JAPAN	TOKYO CITY	1-Jan	31-Dec	274	198	105	50			522	9/1/2011

Example: Traveling to Tokyo City, Japan

Your Maximum Federal Per Diem Rate (Meal & Lodging Cap) is $\$274 + \$198 = \$472$

If you cannot find the location, locate the country that you are traveling to in the spreadsheet and add the Lodging and Local Meal Rates indicated under “other” for the country.