Meals

- The standard maximum per diem rate is $68 (includes taxes and up to 15% tip). Per diem rate may be more depending on location (Please click GSA Site link for specific rates)
- The first and last calendar day of travel is calculated at 75% of the per diem rate. If travel covers a two-day period, then meal reimbursement is up to 75% of the per diem rate
- As of 9/1/2025, receipts are no longer required for individual meal reimbursements. However, employees should be aware of the following:
  - **Claim only your actual meal expenses**, up to the applicable per diem.
  - Do not claim the maximum per diem unless those costs were actually incurred.
  - The final reimbursement amount is at the **department's discretion**.
  - While not required, you are encouraged to retain itemized receipts in case they are requested by management or, if traveling on a grant, by the sponsor.
- Overnight lodging must accompany any meal reimbursement. Special authorization to reimburse meals for day travel without an overnight stay may be approved if travelling for more than 10 hours in a single day. Please complete the One Day Meal Reimbursement Form for approval.
- Travelers utilizing nonconventional lodging are allowed to purchase food to be prepared on site provided the cost of the food when divided among the number of travelers, does not exceed the maximum meal allowance per the Federal Travel Directory for the destination.
- Gum and mints are NOT considered meals and will not be reimbursed.
- Tip reimbursement shall not exceed 15%

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