

**Disbursements Office**

Meals per Diem are a daily allowance to cover meal expenses when traveling for work and/or University business. The International Rate is an average and may vary.

<b>Base Rate</b>	<b>First and Last Day (75%)</b>	<b>Full Day</b>
Breakfast	\$7.50	\$8.75
Lunch	\$10.50	\$15.00
Dinner	\$19.50	\$26.25
Total	<b>\$37.50</b>	<b>\$50.00</b>

<b>Key City Rate</b>	<b>First and Last Day (75%)</b>	<b>Full Day</b>
Breakfast	\$7.50	\$8.75
Lunch	\$9.75	\$15.00
Dinner	\$19.50	\$26.25
Total	<b>\$37.50</b>	<b>\$50.00</b>

<b>International Rate (Aves)*</b>	<b>First and Last Day (75%)</b>	<b>Full Day</b>
Breakfast	\$15.30	\$20.40
Lunch	\$19.87	\$26.50
Dinner	\$39.83	\$53.10
Total	<b>\$75.00</b>	<b>\$100.00</b>

\*For international rates by location, go to [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).

Notes: Purchasing Cards can be used for meals while on travel but must be marked as personal in Concur to offset the reimbursement amount from the Meal per Diem.

If a meal is provided to you by a conference or host, it must be marked as such in the itinerary in Concur and reflected on the expense report. For meals marked as provided on the first or last day of travel, the entire allocated meal cost (at 100%) will be deducted from the 75% daily allowance.

**LIST OF KEY CITIES**

<b>STATES / CITIES</b>	<b>COUNTIES</b>
<b>AK – ALASKA</b>	<b>ALL</b>
<b>AZ – PHOENIX, SCOTTSDALE</b>	<b>MARICOPA</b>
<b>CA – LOS ANGELES</b>	<b>LOS ANGELES, ORANGE, VENTURA &amp; EDWARDS AFB</b>
<b>CA – SAN DIEGO</b>	<b>SAN DIEGO</b>
<b>CA – SAN FRANCISCO</b>	<b>SAN FRANCISCO</b>
<b>CA – SAN JOSE, SUNNYVALE, PALO ALTO</b>	<b>SANTA CLARA</b>
<b>DISTRICT OF COLUMBIA</b>	<b>WASHINGTON DC (ALSO THE CITIES OF ALEXANDRIA, FALL CHURCH AND FAIRFAX, AND THE COUNTIES OF ARLINGTON, FAIRFAX AND LOUDON IN VIRGINIA; AND THE COUNTIES OF MONTGOMERY AND PRINCE GEORGE’S IN MARYLAND). SEE ALSO MARYLAND &amp; VIRGINIA)</b>
<b>FL – FORT LAUDERDALE</b>	<b>BROWARD</b>
<b>FL – MIAMI</b>	<b>MIAMI-DADE</b>
<b>FL – ORLANDO</b>	<b>ORANGE</b>
<b>GA – ATLANTA</b>	<b>FULTON, DEKALB, COBB</b>
<b>HI - HAWAII</b>	<b>ALL</b>
<b>IL – CHICAGO</b>	<b>COOK &amp; LAKE</b>
<b>LA – NEW ORLEANS</b>	<b>ORLEANS, ST. BERNARD, JEFFERSON &amp; PLAQUEMINE PARISHES</b>
<b>MA – BOSTON / CAMBRIDGE</b>	<b>SUFFOLK, CITY OF CAMBRIDGE</b>
<b>MD</b>	<b>FOR THE COUNTIES OF MONTGOMERY AND PRINCE GEORGES (SEE DISTRICT OF COLUMBIA)</b>
<b>MI – ANN ARBOR</b>	<b>WASHTENAW</b>
<b>MI – DETROIT</b>	<b>WAYNE</b>
<b>MN – MINNEAPOLIS / ST. PAUL</b>	<b>HENNEPIN AND RAMSEY</b>
<b>MO – KANSAS CITY</b>	<b>JACKSON, CLAY, CASS AND PLATTE</b>
<b>MO – ST. LOUIS</b>	<b>CLAYTON</b>
<b>NV – LAS VEGAS</b>	<b>CLARK</b>
<b>NY - MANHATTAN (INCLUDES THE BOROUGHS OF MANHATTAN, BROOKLYN, QUEENS, THE BRONX AND STATEN ISLAND)</b>	<b>THE BOROUGHS OF MANHATTAN, BROOKLYN, QUEENS, THE BRONX &amp; STATEN ISLAND</b>
<b>PA – PHILADELPHIA</b>	<b>PHILADELPHIA</b>
<b>TORONTO, ONTARIO</b>	<b>ALL</b>
<b>TX – AUSTIN</b>	<b>TRAVIS COUNTY</b>
<b>TX – DALLAS</b>	<b>DALLAS COUNTY &amp; CITY OF DALLAS</b>
<b>TX – FORT WORTH</b>	<b>TARRANT</b>
<b>TX – HOUSTON (L.B. JOHNSON SPACE CENTER)</b>	<b>MONTGOMERY, FORT BEND &amp; HARRIS</b>
<b>TX – SAN ANTONIO</b>	<b>BEXAR</b>
<b>VA (FOR THE CITIES OF ALEXANDRIA, FAIRFAX AND FALLS CHURCH)</b>	<b>ARLINGTON, FAIRFAX &amp; LOUDON. SEE ALSO DISTRICT OF COLUMBIA</b>

<b>WA – SEATTLE</b>	<b>KING COUNTY</b>
<b>OTHER</b>	
<b>MONTREAL, QUEBEC</b>	<b>ALL</b>
<b>PUERTO RICO</b>	<b>ALL</b>
<b>TORONTO, ONTARIO</b>	<b>ALL</b>