

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.

Base Rate	First and Last Day (75%)	Full Day
Breakfast	\$5.25	\$7.00
Lunch	\$9.00	\$12.00
Dinner	\$15.75	\$21.00
Total	\$30.00	\$40.00

Key City Rate	First and Last Day (75%)	Full Day
Breakfast	\$7.50	\$10.00
Lunch	\$9.75	\$13.00
Dinner	\$19.50	\$26.00
Total	\$36.75	\$49.00

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

*For international rates by location, go to 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

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

WA – SEATTLE	KING COUNTY
OTHER	
MONTREAL, QUEBEC	ALL
PUERTO RICO	ALL
TORONTO, ONTARIO	ALL