

TRAVEL RATE CHANGES (Effective March 1, 2017)

Federal web site for travel rates: www.gsa.gov/perdiem	HOTEL (Lodging) RATES		MEAL and INCIDENTAL RATES
	<i>Surveyed ^(b) Counties and Cities</i>	<i>Non-surveyed ^(b) Counties and Cities</i>	Meal rates will range from \$51 to \$74 per day based on the federal rate table for the specific travel destination. See the attached chart. ^(a)
In-State (NV) Travel	<ul style="list-style-type: none"> Limited to federal hotel rates for Clark County/Las Vegas, Washoe County/Reno and Carson City and Douglas County. Lodging taxes and fees may be reimbursed <u>in addition</u> to these rates. 	<ul style="list-style-type: none"> Rest of Nevada is limited to the \$91 hotel rate. Lodging taxes and fees may be reimbursed <u>in addition</u> to these rates. 	<ul style="list-style-type: none"> Clark County/Las Vegas is \$64. Washoe County/Reno is \$64. Carson City and Douglas County are \$51. All other counties in Nevada are \$51.
	<ul style="list-style-type: none"> No exceptions to hotel rate limits. 	<ul style="list-style-type: none"> Exceptions may be made for up to 150% of the standard federal rate. 	<ul style="list-style-type: none"> The federal requirement of 75% reimbursement for meals and incidental expenses for the days of travel to and from the destination <u>does not apply</u>.
	<ul style="list-style-type: none"> Receipts required for ALL IN-STATE HOTELS. 	<ul style="list-style-type: none"> Receipts required for ALL IN-STATE HOTELS. 	<ul style="list-style-type: none"> Breakfast hours: 12:01 a.m. – 10:00 a.m. Lunch hours: 10:01 a.m. – 3:00 p.m. Dinner hours: 3:01 p.m. – 12:00 a.m. * See NOTE below
	<ul style="list-style-type: none"> Rates are set by federal fiscal year, effective October 1. 	<ul style="list-style-type: none"> The standard non-surveyed rate changed to \$91 effective 10-1-16. 	<ul style="list-style-type: none"> Only meals which have been paid for by the traveler may be claimed for reimbursement.
	<ul style="list-style-type: none"> No prior approval is required. 	<ul style="list-style-type: none"> No prior approval is required. 	
Out-of-State Travel	<ul style="list-style-type: none"> All surveyed areas limited to the federal rates for each specific destination. Lodging taxes may be reimbursed <u>in addition</u> to these rates. 	<ul style="list-style-type: none"> For all non-surveyed areas, the hotel rate is \$91. Lodging taxes may be reimbursed <u>in addition</u> to these rates. 	<ul style="list-style-type: none"> Refer to the federal table for the meal rates for the specific destination.
	<ul style="list-style-type: none"> Exceptions may be made for up to 175% of the federal rate for each specific destination. 	<ul style="list-style-type: none"> Exceptions may be made for up to 300% of the federal rate for each specific destination. 	<ul style="list-style-type: none"> The federal requirement of 75% reimbursement for meals and incidental expenses for the days of travel to and from the destination <u>does NOT apply</u>.
	<ul style="list-style-type: none"> Receipts are required for all out-of-state hotels. 	<ul style="list-style-type: none"> Receipts are required for all out-of-state hotels. 	<ul style="list-style-type: none"> Breakfast hours: 12:01 a.m. – 10:00 a.m. Lunch hours: 10:01 a.m. – 3:00 p.m. Dinner hours: 3:01 p.m. – 12:00 a.m. * See NOTE below
	<ul style="list-style-type: none"> Prior approval is required. 	<ul style="list-style-type: none"> Prior approval is required. 	<ul style="list-style-type: none"> Only meals which have been paid for by the traveler may be claimed for reimbursement.
Foreign Travel	<ul style="list-style-type: none"> Foreign travel follows out-of-state provisions. Special rates can be found at: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78 	<ul style="list-style-type: none"> Non-surveyed rates are covered by an "Other" category for each country, and exceptions are subject to the 175% limitation. 	<ul style="list-style-type: none"> Refer to the foreign table for the meal rates for the specific destination. A breakdown of rates by meal can be found at: http://aoprals.state.gov/content.asp?content_id=114&menu_id=81d

* NOTE: Breakfast per diem will not be reimbursed for travelers who depart their home city after 9:00 a.m. Dinner per diem will not be reimbursed for travelers who return to their home city before 5:00 p.m.

- (a) Domestic meal rates will range from \$51 to \$74 per day based on the federal rate table for the location. The per meal breakdown for these rates is as follows:

	To view the meal rate for your primary destination to determine which rates apply, go to www.gsa.gov/perdiem . Rates differ by city and range from \$51 to \$74 per day.					
Breakfast	\$11	\$12	\$13	\$15	\$16	\$17
Lunch	\$12	\$13	\$15	\$16	\$17	\$18
Dinner	\$23	\$24	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
M&IE Total	\$51	\$54	\$59	\$64	\$69	\$74

- (b) Surveyed and Non-surveyed: On an annual basis, the federal General Services Administration (GSA) surveys localities frequently used by government travelers and can make adjustments to the rates. For counties and cities that have not been specifically surveyed, the rates default to \$91 for hotels and \$51 for meals.

- It should be noted that the State of Nevada did not adopt all of the federal travel regulations. They only adopted the hotel rate chart and meal rates. Other exceptions and provisions of the federal travel regulations do not apply.
- Lodging taxes may be reimbursed in addition to these rates. If the traveler chooses to stay in a hotel which exceeds these rate limits, reimbursement will only be for the proportional amount of taxes on the authorized amount.
- New federal rates will be posted at www.gsa.gov/perdiem effective October 1 each year. Rates for the federal fiscal year beginning October 1, 2014 are available now for planning purposes.
- There may be multiple rates for each destination depending upon the season. For example:

Phoenix/Scottsdale/ County hotel rates:

January 1 – March 31:	\$169
April 1 – May 31:	\$130
June 1 – August 31:	\$ 91
Sept 1 – December 31:	\$118

Please check the federal rate table for the applicable rates for each travel destination and date.

- All other travel regulations not specifically mentioned above remain in effect. Please refer to the University Administrative Manual for additional travel-related policies and procedures.