

Mileage, Lodging, and Meals & Incidentals Examples

Related Policy:

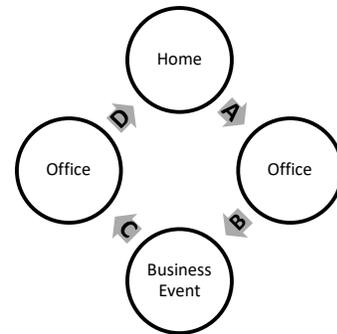
- [Traveling on University Business](#)
- [Business Expenses](#)

Sponsored Projects: Sponsors may have more restrictive or different policies than stated below. Travelers are responsible for being knowledgeable and compliant with the Sponsor's requirements.

Business Mileage Examples

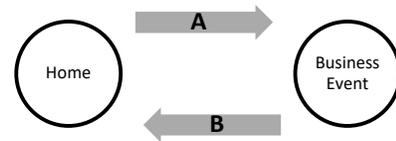
Example 1: Employee goes to the office on a normal workday, leaves mid-day through the day to attend an off-site business event, and returns to the office after the event.

Mileage Reimbursed: B + C



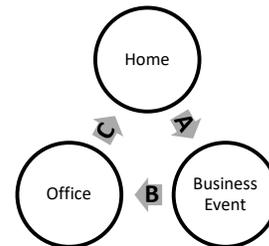
Example 2: Employee leaves from home on a normal workday, goes directly to a one-day off-site business event and returns direct home after the event.

Mileage Reimbursed: A + B



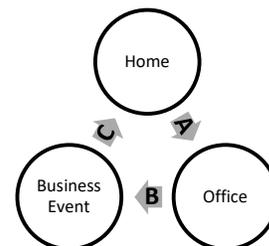
Example 3: Employee leave from home on normal workday, goes directly to an off-site business event, returns to the office to complete the workday and then travels home.

Mileage Reimbursed: A + B - C



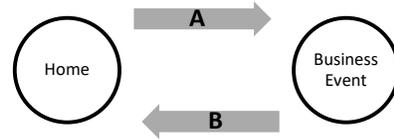
Example 4: Employee goes to the office on a normal workday, leaves mid-day through the workday to attend an off-site business event and goes directly home after the event.

Mileage Reimbursed: B + C - A



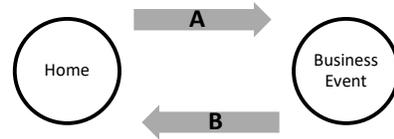
Example 5: Employee leaves from home on a non-workday, goes directly to an off-site business event and returns home after the event.

Mileage Reimbursed: $A + B$



Example: Employee leaves from home on a non-workday, goes directly to the office for a scheduled meeting or event and returns home after the event.

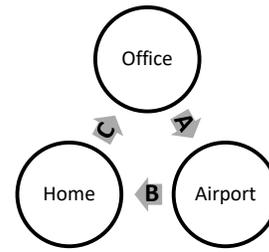
Mileage Reimbursed: $A + B$



Travel Mileage Examples

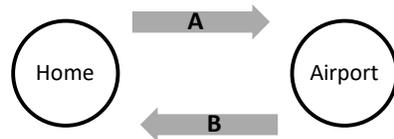
Example: Traveler leaves from the office to go to the airport. After the trip, the traveler returns home from the airport.

Mileage Reimbursed: $A + B$



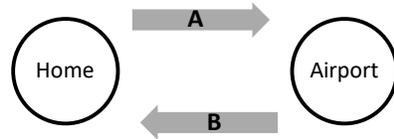
Example: Employee leaves from home to go to the airport. After the trip, the traveler returns home from the airport.

Mileage Reimbursed: $A + B$



Example: Someone drops off traveler at the airport and returns home. After the trip, someone picks up traveler at the airport and returns home.

Mileage Reimbursed: $(A + B) + (A + B)$



Lodging Reimbursement Examples

Example: Lodging in Atlanta, GA

The GSA nightly lodging rate is \$164. 150% of the GSA rate is \$246 (excluding applicable taxes).

Example: Vacation Rental in Seattle, WA

The GSA lodging rate is \$184. 150% of the GSA rate is \$276. There are five travelers sharing a three-bedroom vacation rental. Multiply the number of bedrooms by \$276. The allowable total for the rental, including the taxes and applicable fees, is \$828.

Example: Lodging in Chennai, India

The U.S. Department of State lodging rate is \$244. 150% of the U.S. Department of State rate is \$366 (excluding applicable taxes).

Example: Conference Lodging in Denver, CO

The GSA lodging rate is \$195. The conference is offering a rate of \$300 at the conference hotel. Traveler may stay at the conference hotel at the \$300 rate.

Note: In cases where conference facilities are completely booked, travelers should obtain lodging based on the non-conference guidelines provided above and obtain approval if the rate exceeds 150%. 150% of the \$195 GSA rate is \$292.50 (excluding applicable taxes).

Meal Reimbursement Examples

Example: Full day of travel (Full Per Diem)

An employee travels to Washington DC and NO meals are provided during a full day of travel.

Washington DC M&IE = \$76

Calculation: \$18 (breakfast) + \$19 (lunch) + \$34 (dinner) = \$71+ \$5 (Incidentals) = \$76.00/day.

Example: First or last day of travel (75% of Per Diem)

An employee travels to Washington DC and NO meals are provided on a travel departure or return day.

Washington DC M&IE = \$76

Calculation: \$18 (breakfast) + \$19 (lunch) + \$34 (dinner) + \$5 (incidental) = \$76 x 75% = \$57.00

Example: First day of travel with Conference meal included

An employee travels to a conference in Washington DC and lunch is provided on the first day of travel. (Total meal per diem less the allowable rate for the provided meal multiplied by 75%)

Washington DC M&IE = \$76

Calculation: \$18 (breakfast) + \$34 (dinner) + \$5 (incidental) = \$57 x 75% = \$39.

Example: Extended Day Travel

A UMD employee departs Duluth at 7:00 a.m. for a meeting in the Twin Cities and returns home at 7:00 p.m.

Calculation: \$34