Travel on University Business: Mileage, Lodging, and Meals & Incidentals

Examples

Related Policy:

- Traveling on University Business

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.

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 $163. 150% of the GSA rate is $244.50 (excluding applicable taxes).
**Example:** Vacation Rental in Seattle, WA

The GSA lodging rate is $176. 150% of the GSA rate is $264. There are five travelers sharing a three-bedroom vacation rental. Multiply the number of bedrooms by $264. The allowable total for the rental, including the taxes and applicable fees, is $792.

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**Example:** Lodging in Chennai, India

The U.S. Department of State lodging rate is $252. 150% of the U.S. Department of State rate is $378 (excluding applicable taxes).

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**Example:** Conference Lodging in Denver, CO

The GSA lodging rate is $162. 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 $162 GSA rate is $243 (excluding applicable taxes).

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**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 = $79**

**Calculation:** $18 (breakfast) + $20 (lunch) + $36 (dinner) = $74 + $5 (Incidentals) = $79.00/day.

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**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 = $79**

**Calculation:** $18 (breakfast) + $20 (lunch) + $36 (dinner) + $5 (incidental) = $79 x 75% = $59.25

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**Example:** First day of travel with Conference meal included

An employee travels to a conference in Washington DC and dinner 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 = $79**

**Calculation:** $18 (breakfast) + $20 (lunch) + $5 (incidental) = $43 x 75% = $32.25.
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: $36