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.

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**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).

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**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).

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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 = $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