

## ❖ What is GSA Per Diem?

- US General Services Administration (GSA) per diem rates are rates defined for overnight trips while traveling for business purposes domestically. These rates are assigned to primary destinations within each \*contiguous state.

## ❖ How is the GSA rate determined?

- Rates are defined by primary destinations within each state. For cities and counties not listed as primary destinations, the standard GSA Meals & Incidental Expenses (M&I) will be the maximum rate of \$59. Further guidance can be found on the [GSA website](#).

## ❖ Who is eligible for GSA Per Diem rates?

- Individuals traveling overnight for business on behalf of the University in the contiguous United States.

## ❖ When is this happening?

- June 15, 2023

## ❖ What are the specifications?

- GSA regulations assign the M&IE per diem on a meal-by-meal basis. If meals are provided by a conference, host, or part of hotel accommodations, then the meal per diem for that trip must be excluded to correspond with the meals that were provided.
- The per diem rate may not be claimed in conjunction with group meals, business meals, or entertainment meal expenses.

## ❖ What location should be entered when claiming per diem?

- If travel occurs to multiple locations within a day, a traveler is eligible for the meal per diem in effect for the location in which the last work activity occurs rather than the location where the traveler spends the night.

## ❖ Can GSA per diem be used on Sponsored Projects?

- Yes, it is available on all sponsored projects, unless disallowed by your award. For questions, contact your University Research Administrator (URA).

## ❖ What are the International Per Diem rates?

- This change does not impact international per diem. At this time, international meal expenses will continue to be claimed as actual expenses or at the standard Baylor per diem rate of \$59.

## ❖ Where can I find more information?

- Reference the [Individual Meals Per Diem Job Aid](#).
- Reference the Domestic Meals Per Diem Process Guide in the Guided Learning widget via Ignite beginning June 15, 2023.
- Access Meals Per Diem Training in Learn via Ignite.

\* Contiguous refers to states that share a common border; the lower 48 contiguous states.

\*\* Primary destination refers to the most frequently traveled locations.