

Calculating Per Diem Rates

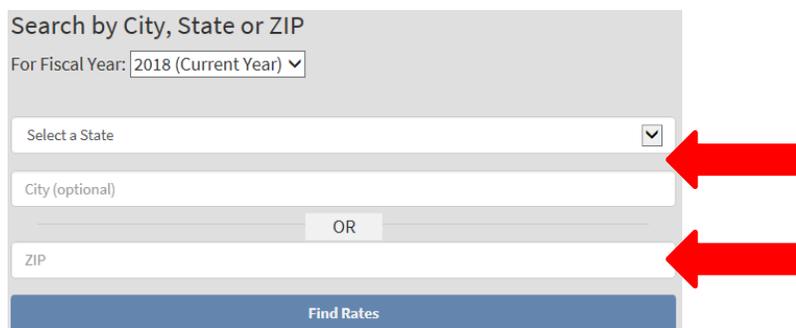
This document is intended to provide guidance on locating domestic and international lodging and meal per diem rates. UW travel meal per diem rates must also be used to calculate the maximum allowed food charge for conferences, events and meetings. Please refer to the **Food Purchasing Procedure** for additional guidance. Prior to making a food purchase, check with your Administrator or budget contact to ensure food is allowable on the budget you intend to charge.

DOMESTIC PER DIEM - 48 Contiguous States and District of Columbia

STEP ONE: Visit the GSA per diem webpage:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

a) Enter the city and state OR zip code (and click on Find Rates):



The screenshot shows a search form titled "Search by City, State or ZIP". It includes a dropdown menu for "For Fiscal Year" set to "2018 (Current Year)". Below this are three input fields: "Select a State" (with a dropdown arrow), "City (optional)", and "ZIP". A button labeled "OR" is positioned between the "City" and "ZIP" fields. At the bottom of the form is a blue button labeled "Find Rates". Two red arrows point to the "Select a State" dropdown and the "ZIP" input field.

Or click directly on a State:





- b) You will be directed to a matrix. The column on the far right (labeled M & IE) is equal to total meal per diem. Additional columns, in the middle, list lodging per diem amounts, by month:

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	M&IE (5)
Seattle	King	\$179	\$179	\$179	\$179	\$74

STEP TWO: Visit the UW meal per diem breakdown to determine the maximum allowed rate per meal: <https://tinyurl.com/y8mtz87b>

Meal Per Diem Breakdown

Daily Maximum	Breakfast	Lunch	Dinner
\$46	\$11	\$14	\$21
\$51	\$13	\$15	\$23
\$54	\$14	\$16	\$24
\$56	\$14	\$17	\$25
\$59	\$15	\$18	\$26
\$61	\$15	\$18	\$28
\$64	\$16	\$19	\$29
\$66	\$16	\$20	\$30
\$69	\$17	\$21	\$31
\$71	\$18	\$21	\$32
\$74	\$19	\$22	\$33
\$77	\$19	\$23	\$35

- c) To calculate the maximum allowable per diem, by meal, cross reference the meal per diem total from the GSA website to the matrix above. Do not use the individual meal breakdown on the GSA website as it does not apply to the University of Washington.

EXAMPLE: Calculate the maximum allowable food charge for an event, conference or meeting	For a lunch event, in Seattle, for 10 attendees: 10 attendees x \$22 per person = \$220 maximum allowable charge
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NON-CONTIGUOUS PER DIEM – ALASKA AND HAWAII

STEP ONE: Visit the DOD Travel Management Office website:
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

a) Select Hawaii or Alaska from the drop down and click ‘calculate’:

OUTSIDE CONUS, Non-Foreign Overseas and Foreign
 Updated: 11/28/2017
[View summary of changes](#)
 COUNTRY/STATE: (incl. Alaska & Hawaii) PUBLISHED:
 HAWAII 01 DEC 17

b) You will be directed to a matrix. To calculate full per diem add ‘Local Meals’ and ‘Local Incidentals’ together. The lodging per diem is also located within the matrix.

**Local Meals + Local Incidentals
= Total Meal Per Diem**

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental
ISLE OF KAUAI	01/01-12/31	325	108	61	27
ISLE OF MAUI	01/01-12/31	269	128	71	32
ISLE OF OAHU	01/01-12/31	177	111	63	27

c) The meal breakdown is: 25% for breakfast, 30% for lunch, and 45% for dinner.

EXAMPLE AREA	Total Per Diem	Breakfast	Lunch	Dinner
MAUI	160	40	48	72

FOREIGN PER DIEM

STEP ONE: Visit the U.S Department of State website:

https://aoprals.state.gov/Web920/per_diem.asp

a) Select a country from the drop down and click 'go':

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

Country:

b) You will be directed to a matrix. The column labeled 'M & IE' is equal to the total meal per diem. The lodging per diem is also located within the matrix.

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
CANADA	Banff	01/01	12/31	307	90	397	N/A	10/01/2017
CANADA	Calgary	01/01	12/31	263	131	394	N/A	10/01/2017
CANADA	Dartmouth	01/01	12/31	196	146	342	N/A	10/01/2017
CANADA	Edmonton	01/01	12/31	186	78	264	N/A	10/01/2017

c) The meal breakdown is: 25% for breakfast, 30% for lunch, and 45% for dinner.

EXAMPLE AREA	Total Per Diem	Breakfast	Lunch	Dinner
Calgary	131	32.75	39.3	58.95