TRAVEL UPDATES – OCTOBER 1, 2022

PM-13, University Travel Regulations, has been updated to reflect changes to the travel policy effective October 1, 2022. PM-13 can be found at https://www.lsu.edu/administration/policies/pmfiles/pm-13.pdf. Travel completed July 1, 2022 through September 30, 2022 should follow the rates located in Appendix A1 of PM-13.

MILEAGE RATE

The mileage rate will be based on the U.S. General Services Administration (GSA) mileage rate. The GSA mileage rate can be found at https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates.

![Privately Owned Vehicle (POV) Mileage Reimbursement Rates](image-url)
DOMESTIC TRAVEL TO 48 CONTINENTAL UNITED STATES, INCLUDING DISTRICT OF COLUMBIA

Lodging and meals and incidental expenses (M&IE) rates will be based on the U.S. General Services Administration (GSA) lodging and M&IE rates. Rates are set by federal fiscal year and are effective October 1 each year. GSA lodging and M&IE rates can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates.
Cities not appearing on the **Primary Destination** list may be located within a **County** for which rates are listed. If a city and county are not listed, the **Standard Rate** applies.

### FY 2023 Per Diem Rates for Louisiana

#### Daily lodging rates (excluding taxes) | October 2022 - September 2023

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

<table>
<thead>
<tr>
<th>Primary Destination</th>
<th>County</th>
<th>2022 Oct</th>
<th>2022 Nov</th>
<th>2022 Dec</th>
<th>2023 Jan</th>
<th>2023 Feb</th>
<th>2023 Mar</th>
<th>2023 Apr</th>
<th>2023 May</th>
<th>2023 Jun</th>
<th>2023 Jul</th>
<th>2023 Aug</th>
<th>2023 Sep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria / Leesville / Natchitoches</td>
<td>Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes</td>
<td>$105</td>
<td>$105</td>
<td>$105</td>
<td>$105</td>
<td>$105</td>
<td>$105</td>
<td>$105</td>
<td>$105</td>
<td>$105</td>
<td>$105</td>
<td>$105</td>
<td>$105</td>
</tr>
</tbody>
</table>

**Standard Rate**

Applies for all locations without specified rates

$98 | $98 | $98 | $98 | $98 | $98 | $98 | $98 | $98 | $98 | $98 | $98 | $98 |

Showing 1 to 4 of 4 entries

#### Meals & Incidental (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

- **M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.
- **Breakfast, lunch, dinner, incidentals** - separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information
- **First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

<table>
<thead>
<tr>
<th>Primary Destination</th>
<th>County</th>
<th>M&amp;IE Total</th>
<th>Continental Breakfast/Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidental Expenses</th>
<th>First &amp; Last Day of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria / Leesville / Natchitoches</td>
<td>Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes</td>
<td>$64</td>
<td>$14</td>
<td>$16</td>
<td>$29</td>
<td>$5</td>
<td>$48.00</td>
</tr>
<tr>
<td>Baton Rouge</td>
<td>East Baton Rouge Parish</td>
<td>$69</td>
<td>$16</td>
<td>$17</td>
<td>$31</td>
<td>$5</td>
<td>$51.75</td>
</tr>
<tr>
<td>New Orleans</td>
<td>Orleans / Jefferson Parishes</td>
<td>$74</td>
<td>$17</td>
<td>$18</td>
<td>$34</td>
<td>$5</td>
<td>$55.50</td>
</tr>
<tr>
<td>Standard Rate</td>
<td>Applies for all locations without specified rates</td>
<td>$59</td>
<td>$13</td>
<td>$15</td>
<td>$26</td>
<td>$5</td>
<td>$44.25</td>
</tr>
</tbody>
</table>

Showing 1 to 4 of 4 entries

Travelers are encouraged to use the GSA per diem look-up tool to calculate M&IE allowances. The tool can be found at [https://www.gsa.gov/travel-resources](https://www.gsa.gov/travel-resources).
Lodging

- The lodging rate does not include taxes and fees. An itemized, paid hotel folio is required. A hotel reservation confirmation does not qualify as a receipt.
- The routine lodging rate for Lod Cook has increased to $116, inclusive of a full breakfast, which is considered a third-party meal. The breakfast rate should be subtracted from the daily M&IE rate.
- There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.

Meals and Incidental Expenses (M&IE)

The M&IE Total is the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel. There are five potential M&IE totals for domestic travel.

<table>
<thead>
<tr>
<th>M&amp;IE Total</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidentals</th>
<th>First/Last Day of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>$59</td>
<td>$13</td>
<td>$15</td>
<td>$26</td>
<td>$5</td>
<td>$44.25</td>
</tr>
<tr>
<td>$64</td>
<td>$14</td>
<td>$16</td>
<td>$29</td>
<td>$5</td>
<td>$48.00</td>
</tr>
<tr>
<td>$69</td>
<td>$16</td>
<td>$17</td>
<td>$31</td>
<td>$5</td>
<td>$51.75</td>
</tr>
<tr>
<td>$74</td>
<td>$17</td>
<td>$18</td>
<td>$34</td>
<td>$5</td>
<td>$55.50</td>
</tr>
<tr>
<td>$79</td>
<td>$18</td>
<td>$20</td>
<td>$36</td>
<td>$5</td>
<td>$59.25</td>
</tr>
</tbody>
</table>

- The M&IE rate includes taxes and tips. Receipts are not required.
- Incidental expenses include tips for valets, porters, baggage carriers, hotel staff, and complimentary shuttle services.
- First and last day M&IE rates are limited to 75% of the daily M&IE rates for the travel destination.
  - Destination/Arrival time is no longer applicable, except for student group trips and single day travel.
- If a third-party meal (i.e., conference meal) is provided, the respective meal rate for the meal must be subtracted from the daily M&IE rate.
  - When the M&IE rate is reduced to 75% on the first/last day of travel, the full cost of a third-party meal is deducted. The meal itself is not reduced at the 75% rate. The total amount of meal deductions cannot result in an amount less than the daily incidentals amount for the location.
- Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 A.M. on the first day of travel or extends to/or beyond 8 P.M. on the last day of travel.

Single Day Travel

Reimbursements for single day travel must not exceed 75% of the M&IE rate for the travel destination and Department Head approval is required. Travelers must be in travel status for more than 12 hours but less than 24 hours (no overnight stay). Single day travel M&IE are considered taxable income. Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 A.M. on the first day of travel or extends to/or beyond 8 P.M. on the last day of travel.
DOMESTIC TRAVEL TO ALASKA, HAWAII, AND U.S. TERRITORIES (PUERTO RICO, U.S. VIRGIN ISLANDS, AMERICAN SAMOA, GUAM, AND SAIPAN)

Lodging and meals and incidental expenses (M&IE) rates will be set by the State of Louisiana.

**Lodging**

- The lodging rate will be $175.
- The lodging rate **does not** include taxes and fees. An itemized, paid hotel folio is required. A hotel reservation confirmation does not qualify as a receipt.
- There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.

**Meals and Incidental Expenses (M&IE)**

- The M&IE rates will be:
  - M&IE Total - $74
  - Breakfast - $17
  - Lunch - $18
  - Dinner - $34
  - Incidentals - $5
  - First/Last Day of Travel - $55.50
- The M&IE rate includes taxes and tips. Receipts are not required.
- Incidental expenses include tips for valets, porters, baggage carriers, hotel staff, and complimentary shuttle services.
- First and last day M&IE rates are limited to 75% of the daily M&IE rates for the travel destination.
  - Destination/Arrival time is no longer applicable, except for student group trips.
- If a third-party meal (i.e., conference meal) is provided, the respective meal rate for the meal must be subtracted from the daily M&IE rate.
  - When the M&IE rate is reduced to 75% on the first/last day of travel, the full cost of a third-party meal is deducted. The meal itself is not reduced at the 75% rate. The total amount of meal deductions cannot result in an amount less than the daily incidentals amount for the location.
- Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 A.M. on the first day of travel or extends to/or beyond 8 P.M. on the last day of travel.
INTERNATIONAL TRAVEL

Lodging and meals and incidental expenses (M&IE) rates will be based on the U.S. Department of State lodging and M&IE rates. Rates are updated monthly and are effective the first day of each month. U.S. Department of State lodging and M&IE rates can be found at https://aoprals.state.gov/web920/per_diem.asp.

If a city is not listed on the Post Name list, the Other rate applies. An unlisted suburb of a listed location uses the Other rate, not that of the location of which it is a suburb.

The breakdown of the M&IE rate by meal type and incidental expenses can be found at https://aoprals.state.gov/content.asp?content_id=114&menu_id=75.
Lodging
• The lodging rate does include taxes and fees. An itemized, paid hotel folio is required. A hotel reservation confirmation does not qualify as a receipt.
• There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.

Meals and Incidental Expenses (M&IE)
• The M&IE rate includes taxes and tips. Receipts are not required.
• Incidental expenses include tips for valets, porters, baggage carriers, hotel staff, complimentary shuttle services, and laundry/dry cleaning services.
• First and last day M&IE rates are limited to 75% of the daily M&IE rates for the travel destination.
  o Destination/Arrival time is no longer applicable, except for student group trips.
• If a third-party meal (i.e., conference meal) is provided, the respective meal rate for the meal must be subtracted from the daily M&IE rate.
  o When the M&IE rate is reduced to 75% on the first/last day of travel, the full cost of a third-party meal is deducted. The meal itself is not reduced at the 75% rate. The total amount of meal deductions cannot result in an amount less than the daily incidentals amount for the location.
• Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 A.M. on the first day of travel or extends to/or beyond 8 P.M. on the last day of travel.

Travelers are encouraged to use the AS350 form to calculate M&IE allowances. The form can be found on the Accounts Payable & Travel website at https://www.lsu.edu/administration/oaf/oas/acctpay/pdfs/as350.pdf.
EXAMPLE 1 – DOMESTIC TRAVEL TO TEXAS WITH NO MEALS PROVIDED

Mike the Tiger is going on a trip to Dallas, TX to conduct research and would like to look up the appropriate lodging and M&IE rates for his trip using the GSA website. Mike leaves on October 25, 2022 and returns on October 30, 2022.

- Rates are set by federal fiscal year and are effective October 1 each year. Select the fiscal year that corresponds with the travel dates from the For Fiscal Year (2023) dropdown menu.
- Select the State (Texas) from the dropdown menu and enter the City (Dallas).
- Click Find Rates.

Locate the lodging rate for the Month/Year that corresponds with the travel dates and the Primary Destination.

Mike’s lodging allowance before taxes and fees is $161.00.
- Locate the M&IE rates for the Primary Destination. Mike’s M&IE daily rate is $69 and first/last day of travel rate is $51.75.

- Open the AS350 form (Travel Supplemental Information) on the Accounts Payable & Travel website at https://www.lsu.edu/administration/ofa/oas/acctpay/travel.php.

- Enter the trip information at the top of the form and the M&IE rates in Section C.

- Mike will be reimbursed a total of $379.50 for M&IE.

- This form can be attached to a spend authorization and/or expense report.
EXAMPLE 2 – DOMESTIC TRAVEL TO TEXAS WITH MEALS PROVIDED

Mike the Tiger is going on a trip to Dallas, TX to conduct research and would like to look up the appropriate lodging and M&IE rates for his trip using the GSA website. Mike leaves on October 25, 2022 and returns on October 30, 2022. Lunch will be provided on October 29 and breakfast will be provided on October 30.

• Rates are set by federal fiscal year and are effective October 1 each year. Select the fiscal year that corresponds with the travel dates from the For Fiscal Year (2023) dropdown menu.
• Select the State (Texas) from the dropdown menu and enter the City (Dallas).
• Click Find Rates.

Locate the lodging rate for the Month/Year that corresponds with the travel dates and the Primary Destination.

Mike’s lodging allowance before taxes and fees is $161.00.
• Locate the M&IE rates for the **Primary Destination**. Mike’s M&IE daily rate is $69, breakfast rate is $16, lunch rate is $17, and first/last day of travel rate is $51.75.

<table>
<thead>
<tr>
<th>Primary Destination</th>
<th>County</th>
<th>M&amp;IE Total</th>
<th>Continental Breakfast/Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidental Expenses</th>
<th>First &amp; Last Day of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dallas</td>
<td>Dallas</td>
<td>$69</td>
<td>$16</td>
<td>$17</td>
<td>$31</td>
<td>$5</td>
<td>$51.75</td>
</tr>
</tbody>
</table>

• Open the AS350 form (Travel Supplemental Information) on the Accounts Payable & Travel website at [https://www.lsu.edu/administration/ofa/oas/acctpay/travel.php](https://www.lsu.edu/administration/ofa/oas/acctpay/travel.php).

• Enter the trip information at the top of the form and the M&IE rates in Section C.

• Mike will be reimbursed a total of $346.50 for M&IE.

• This form can be attached to a spend authorization and/or expense report.
EXAMPLE 3 – DOMESTIC TRAVEL TO TEXAS USING GSA LOOK-UP TOOL

Mike the Tiger is going on a trip to Dallas, TX to conduct research and would like to find the appropriate lodging and M&IE rates for his trip using the GSA look-up tool. Mike leaves on October 25, 2022 and returns on October 30, 2022.

- Open the GSA per diem tool at https://www.gsa.gov/travel-resources.
- Enter the State (Texas), City (Dallas), Travel start date (10/25/2022), and Travel end date (10/30/2022).
- Click Next.

- The results provide the appropriate lodging and M&IE rates, including the 75% M&IE rate calculation for the first and last days of travel.
  - Mike’s lodging allowance before taxes and fees is $161.00.
  - Mike will be reimbursed a total of $379.50 for M&IE.
- Select Print Results for a printer friendly version of the results that can be attached to a spend authorization and/or expense report. Select the Meals & IE tab if a breakdown by meal type is needed.
EXAMPLE 4 – INTERNATIONAL TRAVEL WITH MEALS PROVIDED

Mike the Tiger is going on a trip to Cancun, Mexico to conduct research and would like to find the appropriate lodging and M&IE rates for his trip using the GSA per diem look-up tool. Mike leaves on October 11, 2022 and returns on October 16, 2022. Dinner will be provided on October 12.

- Open the U.S. Department of State website at https://aoprals.state.gov/web920/per_diem.asp.
- Select the Country (Mexico) from the dropdown menu.
- Click Go.

Rates are updated monthly and are effective the first day of each month. Select the month that corresponds with the travel dates from the Previous Rates (10/01/2022) dropdown menu.

- Mike’s lodging allowance after taxes and fees is $242.00 and his M&IE daily rate is $119.

- Open the M&IE breakdown website at https://aoprals.state.gov/content.asp?content_id=114&menu_id=75.
- Locate $119 under M&IE Rate. Mike’s dinner rate is $48.
• Open the AS350 form (Travel Supplemental Information) on the Accounts Payable & Travel website at https://www.lsu.edu/administration/ofa/oas/acctpay/travel.php.

• Enter the trip information at the top of the form and the M&IE rates in Section C.
  o Unlike the GSA website, the 75% M&IE calculation for the first and last day of travel is not provided. For this example, the M&IE rate of $119 * 75% = $89.25.

• Mike will be reimbursed a total of $606.50 for M&IE.

• This form can be attached to a spend authorization and/or expense report.