

## APPENDIX B

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers). According to the GSA, [The Federal Travel Regulation Chapter 300, Part 300-3](#), under Per Diem Allowance, describes incidental expenses as: Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

<b>Total</b>	<b>Continental Breakfast/ Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>IE</b>
<b>\$51</b>	\$11	\$12	\$23	\$5
<b>\$54</b>	\$12	\$13	\$24	\$5
<b>\$59</b>	\$13	\$15	\$26	\$5
<b>\$64</b>	\$15	\$16	\$28	\$5
<b>\$69</b>	\$16	\$17	\$31	\$5
<b>\$74</b>	\$17	\$18	\$34	\$5

Total allowable meal cost is based upon state and county of travel. Note the majority of travel will be at the \$51 per diem rate. If you have questions on what rate a particular location is at, please contact the finance department.