

# **Lodging and Per Diem for Travel after 2/1/24**

For Travel starting on or after **February 1, 2024**, the per diem allowances for the State of Illinois will experience a substantial increase.

The State of Illinois will now be utilizing the Federal General Services Administration (GSA) rate table (<https://www.gsa.gov/travel>) allowing for flexible rates determined by the city and state of travel, providing you with even more accurate travel reimbursements.

## **What does this mean for you or your traveler?**

Any travel voucher **(FOR TRAVEL AFTER FEB 1<sup>st</sup>, 2024)** sent to AP for reimbursement that includes lodging and/or meal per diem **MUST** have a printout from the above link attached. This will allow for the most accurate reimbursement possible.

## **Departmental Steps:**

- Traveler (or person filling out Travel Voucher) goes to <https://www.gsa.gov/travel> for the **PER DIEM LOOK-UP**

The screenshot shows the 'PER DIEM LOOK-UP' form. Step 1, 'Choose a location', has fields for State (dropdown menu), City (optional) (text input), and ZIP (text input). Step 2, 'Choose a date', has a 'Select Fiscal Year' dropdown menu, and two date input fields for 'Travel start date (mm/dd/yyyy)' and 'Travel end date (mm/dd/yyyy)'. There are 'Reset' and 'Search' buttons at the bottom right.

- Enter the City/State or the Zip Code for your travel and the Travel start and end dates for which you are traveling and click Next.
- **Please do NOT select Fiscal Year (the Fed gov't differs from ours)**

This screenshot shows the same 'PER DIEM LOOK-UP' form but with example data filled in. In step 1, 'State' is set to 'Illinois' and 'City (optional)' is 'Carbondale'. In step 2, 'Travel start date' is '01/05/2024' and 'Travel end date' is '01/8/2024'. The 'Next' button is now visible instead of 'Search'.

- This summary screen will come up. Click on Print Results

**Your search for Carbondale, Illinois ( including Standard Rate)**

**Estimated per diem total: \$527.50** (Max lodging total + M&IE total)

**Lodging breakdown: January 05, 2024 - January 08, 2024**

Date	Daily Rate	# of Nights	Total
January	\$107	3	\$321

Max lodging total: **\$321**

**Meals & incidental expenses breakdown: January 05, 2024 - January 08, 2024**

Days, Month	Daily Rate	# of Days	Total
First day (01/05/24)*	\$44.25	1	\$44.25
Full day (Jan)	\$59	2	\$118
Last day (01/08/24)*	\$44.25	1	\$44.25

\*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$206.50**

[Additional terms and conditions](#)

- Include this printout with your travel voucher

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- Please remember that **accurate dates of travel are crucial for correct reimbursements and avoiding delays in processing!**
  - **Travel Vouchers will be returned to the department if this information is not included or is incorrect.**
- For those instances where some meals are provided, the vouchers will be adjusted accordingly based on the graph located here: <https://www.gsa.gov/mie>
- **Contact:** If you have questions, please contact Accounts Payable at [ap@lists.siu.edu](mailto:ap@lists.siu.edu)