

ONE-DAY TRIP MEAL CALCULATIONS: INCLUDING SELECTED COMMON DESTINATIONS

TRAVEL APPLICATION

Expense

HELPFUL HINTS

- One-Day Rate applies on single travel days that are less than 24 hours in total.
 - i To be eligible for *Incidentals* rate, traveler must first be eligible for a meal.
- One-day Travel Meal Allowances
 - Breakfast: if departure time at or before 6:30 a.m.
 - Lunch: not allowed
 - Dinner: if return time is at or after 7:00 p.m.

PROCEDURE

Use the [Expense Report for One-Day Trip](#) quick reference guide to create an expense report. For the meal calculation, use the chart below or visit the GSA website for the Federal Rate of the location. Then use the chart below to find the same rate (left column) and read across the row for the Nebraska/University allowance.

i Contact the [NU Travel Office](#) if assistance is needed.

State-City	Standard Federal GSA	***** Adjusted Per Diem Rates *****				
		Maximum Allowable Nebraska Rate	Breakfast	Lunch Not Allowed	Dinner	Incidentals
Nebraska-Omaha	\$ 61.00	\$ 23.63	\$ 7.35	N/A	\$ 13.65	\$ 2.63
Nebraska-All OTH	\$ 55.00	\$ 21.53	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Missouri-KC, ST.Louis	\$ 66.00	\$ 25.72	\$ 8.40	N/A	\$ 14.70	\$ 2.63
Missouri-All OTH	\$ 55.00	\$ 21.53	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Colorado-Denver	\$ 76.00	\$ 29.92	\$ 9.45	N/A	\$ 17.85	\$ 2.63
Illinois-Chicago	\$ 76.00	\$ 29.92	\$ 9.45	N/A	\$ 17.85	\$ 2.63
So. Dakota-Sioux Falls	\$ 55.00	\$ 21.53	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Iowa-Des Moines	\$ 61.00	\$ 23.63	\$ 7.35	N/A	\$ 13.65	\$ 2.63
Iowa-OTH	\$ 55.00	\$ 21.53	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Minnesota-Minnpls	\$ 76.00	\$ 29.92	\$ 9.45	N/A	\$ 17.85	\$ 2.63
Oklahoma-Brkn Bow	\$ 55.00	\$ 21.53	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Oklahoma-OKC	\$ 61.00	\$ 23.63	\$ 7.35	N/A	\$ 13.65	\$ 2.63
Michigan-Detroit	\$ 56.00	\$ 21.52	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Washington DC	\$ 76.00	\$ 29.92	\$ 9.45	N/A	\$ 17.85	\$ 2.63

Calculate the amount using the departure time and return time of the traveler. Examples are shown below.

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Example 1: Traveler does not qualify for any meals or the incidental rate.

- Leave for Denver on Monday at 7:00 a.m.
- Return from Denver on Monday at 6:30 p.m.

Example 2: Traveler qualifies for breakfast (\$9.45) and the incidental (\$2.63) – total of \$12.08 to be reimbursed.

- Leave for Chicago on Tuesday at 5:00 a.m.
- Return from Chicago on Tuesday at 6:00 p.m.

Example 3: Traveler qualifies for breakfast (\$7.35), dinner (\$13.65) and the incidental (\$2.63) – total of \$23.63 to be reimbursed.

- Leave for Des Moines on Wednesday at 5:00 AM.
- Return from Des Moines on Wednesday at 10:30 PM.