

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.
- One-day travel meal allowances:
 - Breakfast: if departure time at or before 6:30 a.m.
 - Lunch: reimbursement not allowed
 - Dinner: if return time is at or after 7:00 p.m.
- The traveler must qualify for **both** breakfast and dinner to receive the maximum allowable reimbursement rate. Incidentals are already included in the calculations.
 - Maximum reimbursement rate is not calculated by adding breakfast and dinner.
- Calculations are based on GSA full meal deductions.

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. Contact the [NU Travel Office](#) for assistance.

State-City	Standard Federal GSA	*****Adjusted Per Diem Rates*****			
		Maximum Allowable Rate	Breakfast	Lunch Not Allowed	Dinner
Nebraska-Omaha	\$ 64.00	\$ 22.40	\$ 3.50	N/A	\$ 12.60
Nebraska-All OTH	\$ 59.00	\$ 20.48	\$ 3.50	N/A	\$ 11.38
Missouri-KC, ST.Louis	\$ 64.00	\$ 22.40	\$ 3.50	N/A	\$ 12.60
Missouri-All OTH	\$ 59.00	\$ 20.48	\$ 3.50	N/A	\$ 11.38
Kansas, KC/Overland Park, Wichita	\$ 64.00	\$ 22.40	\$ 3.50	N/A	\$ 12.60
Kansas, ALL OTH	\$ 59.00	\$ 20.48	\$ 3.50	N/A	\$ 11.38
Colorado-Denver	\$ 79.00	\$ 27.48	\$ 3.50	N/A	\$ 14.88
Illinois-Chicago	\$ 79.00	\$ 27.48	\$ 3.50	N/A	\$ 14.88
South Dakota-Sioux Falls	\$ 59.00	\$ 20.48	\$ 3.50	N/A	\$ 11.38
Iowa-Des Moines	\$ 64.00	\$ 22.40	\$ 3.50	N/A	\$ 12.60
Iowa-OTH	\$ 59.00	\$ 20.48	\$ 3.50	N/A	\$ 11.38
Minnesota-Minnpls	\$ 79.00	\$ 27.48	\$ 3.50	N/A	\$ 14.88
Oklahoma-Brkn Bow	\$ 59.00	\$ 20.48	\$ 3.50	N/A	\$ 11.38
Oklahoma-OKC	\$ 64.00	\$ 22.40	\$ 3.50	N/A	\$ 12.60
Michigan-Detroit	\$ 64.00	\$ 22.40	\$ 3.50	N/A	\$ 12.60
Washington DC	\$ 79.00	\$ 27.48	\$ 3.50	N/A	\$ 14.88
Memphis, TN	\$ 69.00	\$ 24.33	\$ 3.50	N/A	\$ 13.13

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Travel Quick Reference Guide

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Calculate the amount using the departure time and return time of the traveler. *Note: Maximum reimbursement rate is not calculated by adding breakfast and dinner.*

Example 1: Traveler does not qualify for any meals.

- 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 reimbursement of breakfast of \$3.50.

- 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 maximum allowable reimbursement of \$22.40.

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