

New location-based per diem effective 10/1/24.

The General Services Administration (GSA) updated the location-based per diem rates on its website, effective October 1, 2024.

What is per diem?

Per diem is the allowance for meals and incidentals while you are traveling on CSU business for more than a 24-hour period.

What This Means for You

The Travel Claim—Employees and Students has been updated with a link to the current GSA website. When you travel and claim location-based per diem (and/or incidentals), it is important that you select the fiscal year that aligns with your travel claim.

If your travel occurred before 10/4/2024

1. Click the Domestic Rates (GSA) link or the GSA icon on the Travel Claim Worksheet – Employees & Students.

Traver Purpose:					will not b	ре seeкing	1							1				
	Choosing from dropdo	wn menu is required	Enter per diem rate	Tra	wel Start Date:		reimburse anothei	ment from r source.	Reviewer #1				Grant Analyst					
	Location (Only Enter Lodging Destination ;)	Domestic Rates (GSA) or choose "Int'I" for int'I, AK, & HI)	A aska ⁿ (DoD- Dife. 1) or Il ternationar Rates (<u>tate Dept)</u>	т	ravel End Date:				Reviewer #2				Dr. Sumaya (grants > \$3k)					
				click whichever of the 3 links describes your destin (Continental US=G5A; AK/HI=Defense Travel; Int'I=Sto			our destind el; Int'l=Sta	ation te Dept)	Approver *				AP/Pmt Svcs *					
				DefenseTravel							(add AP/Payme	ent Services as ar	approver & ente	er a date field)				
				GSA		PARTMENT	F STATE	Enter the val	ues into the yello	ow/tan fields. Wh	en available, seled	ct from the drop	p-down options. E	inter all values in U	SD. For more details	i, refer to the Inst	tructions tab.	
				Eor 1-day tra	el, don't enter	the location, ro	te types, etc	. Just enter t	the "Travel Date"	and your mileage	e. (Per diem paid o	nly with overnig	pht stay.)					
																See An Transland	ćo 00	

- 2. You will be routed to the General Services Administration website. The page will auto-populate to fiscal year 2025. Change to fiscal year 2024 (again, if your trip occurred before 10/1/24)
 - a. Enter the State and city of your travel OR
 - b. Enter the zip code
 - c. Click find rates

1

For this example, Sacramento, CA, was used.



Quick Reference Guide New Location-Based Per Diem – Effective 10/1/24

Travel Claim Worksheet

	Searcl	n by city, state, or ZII	P code					
	Require	ed fields are marked with						
	For Fisc	al Year: *						
	2024					\$		
	State		Ci	ity				
	Califo	rnia	\$	Sacramento				
			OR					
	ZIP							
	ZIP							
			Find Rat	tes		2 0		
3. Scroll down t Locate the M	to Meals & Inc I&IE amount.	idental Expense	es (M&IE) rates	and break	down			
Mools & Incidental	Exponsos (Me	IE) rates and br	oakdown					
The M&IE total is the full daily an	ount for a single calendar	day when that day is neither	the first nor last day of trav	el. The amount receiv	ed on the first and	last day		
of travel equals 75% of the M&IE	total. See <u>M&IE breakdow</u>	ns for information related to	the individual meal amount	s.	ved on the hist and	last day		
							Filter Results	
Primary Destination 1	County 🕖	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel	
Sacramento	Sacramento	\$69	3,	\$17	\$31	\$5	\$51.75	
Showing 1 to 1 of 1 entries								

4. Enter your M&IE amount from the dropdown in the Domestic Rates (GSA) box on your Travel Clain Worksheet -Employee & Students



Quick Reference Guide

New Location-Based Per Diem – Effective 10/1/24 Travel Claim Worksheet

Choosing from dropdo	own menu is required	Enter per diem rate	Travel Start Date:	9/26/2024	9/26/2024 reimbursement from another source.		
Location (Only Enter Lodging Destinations)	Domestic Rates (GSA) or choose "Int'I" for int'I, AK, & HI)	<u>Alaska/Hawaii (DoD-</u> <u>Defense Travel) or</u> <u>International Rates</u> <u>(State Dept)</u>	Travel End Date:	9/28/2024		Reviewer #2	
Sacramento, CA	69	4	click whichever of the 3 links (Continental US=GSA; AK/HI=D	Approver *			
			Defense	Travel			
			GSA U.S. DEL	ARTMENT OF	Enter the val	ues into the yello	ow/t
			For 1-day travel, don't enter t	the location, ra	te types, etc. Just enter t	he "Travel Date"	and

If your travel occurred on 10/1/2024 or after

1. Click the Domestic Rates (GSA) link or the GSA icon on the Travel Claim Worksheet – Employees & Students.

Traver Fulpose.	will not be seeking								
Choosing from dropdown menu is required Enter per die	rate Travel Start Date:	reimbursement from another source.	Reviewer #1		Grant Analyst				
Location (Only Enter Lodging Destination :) (GSA) or choose HD (thermatic state of the state of	IOD- OT Travel End Date:		Reviewer #2		Dr. Sumaya (grants > \$3k)				
	 click whichever of the 3 links des Continental US=GSA; AK/HI=Defension 	scribes your destination se Travel; Int'l=State Dept)	Approver *		AP/Pmt Svcs •				
	DefenseTra	vel			(add AP/Paymen	nt Services as an	approver & enter	a date field)	
	GSA	Tice Enter the val	ues into the yellow/tan fields. Wh	hen available, select from the dro	p-down options. Ent	ter all values in U	SD. For more details,	refer to the Inst	ructions tab.
	Eor. 1-day travel, don't enter the lo	ocation, rate types, etc. Just enter t	the "Travel Date" and your mileage	e. (Per diem paid only with overni	ght stay.)				
							Amount Du	e to Traveler	\$0.00

2. You will be routed to the General Services Administration website. The page will auto-populate to fiscal year 2025.

- a. Enter the State and city of your travel OR
- b. Enter the zip code
- c. Click find rates

For this example, Sacramento, CA, was used.



Quick Reference Guide New Location-Based Per Diem – Effective 10/1/24 Travel Claim Worksheet

Search by city, state, or ZIP code
Required fields are marked with an asterisk (*).
For Fiscal Year: *
2024
State City
California Sacramento
OR
ZIP
ZIP
Find Rates 2 C

3. Scroll down to Meals & Incidental Expenses (M&IE) rates and breakdown Locate the M&IE amount.

Meals & Incidental Expenses (M&IE) rates and breakdown										
The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel add to the individual meal amounts.										
							Filter Results			
Primary Destination 🕄	County 🕖	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel			
Sacramento	Sacramento	\$69	3	\$17	\$31	\$5	\$51.75			
Showing 1 to 1 of 1 entries										

4. Enter your M&IE amount from the dropdown in the Domestic Rates (GSA) box on your Travel Clain Worksheet -Employee & Students



Quick Reference Guide New Location-Based Per Diem – Effective 10/1/24 Travel Claim Worksheet

Choosing from dropdo	own menu is required	Enter per diem rate	Travel Start Date:	9/26/2024	reimbursement from another source.	Reviewer #1	
Location (Only Enter Lodging Destinations)	Domestic Rates (GSA) or choose "Int'l" for int'l, AK, & HI)	<u>Alaska/Hawaii (DoD-</u> <u>Defense Travel) or</u> <u>International Rates</u> <u>(State Dept)</u>	Travel End Date:	9/28/2024		Reviewer #2	
Sacramento, CA	69	4	click whichever of the 3 link: (Continental US=GSA; AK/HI=D	our destination I; Int'l=State Dept)	Approver *		
			Defense	Travel			
			GSA U.S. DEL	ARTMENT OF	Enter the value	ues into the yello	w/t
			For 1-day travel, don't enter t	the location, ra	te types, etc. Just enter ti	he "Travel Date"	and