Travel Rates

NOTE: The website URL for Workday reference guides that are referenced in this section is:
https://jira.esg.wsu.edu/plugins/servlet/desk/portal/91

INTRODUCTION
This section is comprised of rate schedules applicable to travel for University business. Review other sections of the travel chapter (BPPM Chapter 95) for definitions of the rate structure and appropriate applications. Examples or other discussions may include former rates. Use the rates in this section when preparing the Spend Authorization in Workday. (See BPPM 95.01 and the Workday Create Spend Authorization reference guide.)

NOTE: Rate calculations are processed automatically in the Expense Report in Workday. (See BPPM 95.20 and the Workday Create Expense Report reference guide.)

VEHICLE RATES

Motor Vehicles
Effective July 1, 2022, WSU reimburses a traveler at the rate of $0.625 per official travel mile when a privately-owned motor vehicle is used. (This rate does not apply to motorcycles. See below for the motorcycle rate.) See BPPM 95.11 for criteria for using a privately-owned motor vehicle.

Motor Pool Vehicles
Refer to Motor Pool Rates for the rate schedule.

Private Aircraft
Effective July 1, 2022, the private aircraft reimbursement rate is $1.81 per statute mile. NOTE: Convert airplane nautical miles (NMIs) into statute miles (SMs) when submitting an Expense Report. Use the formula: 1 NM equals 1.15077945 SM. See also BPPM 95.30.

Motorcycles
Effective July 1, 2022, WSU reimburses a traveler at the rate of $0.605 per official travel mile when a privately-owned motorcycle is used.

MEALS AND LODGING

PER DIEM RATES
Daily (per diem) rates include the total of the lodging rate plus the meals and incidentals (M&IE) rate. The rates are set by various federal departments based on the travel locations.

- The U.S. General Services Administration (GSA) sets the per diem rates for the continental U.S. (CONUS).
- The U.S. Department of State sets foreign location per diem rates.
Travel Rates

Lodging

For lodging rates by location, refer to the applicable per diem websites listed above.

Standard Continental USA (Not High Cost)

The maximum lodging amount applicable to non-high cost continental U.S. (CONUS) locations (also referred to as the standard per diem rate) is $96 per night plus tax.

Meals

For meal rates by location, refer to the applicable per diem websites listed above. To determine or verify the reimbursable amount for individual meals, use the following calculations rounded to the nearest dollar:

- Breakfast • 25 percent of the total daily meals and incidentals (M&IE) rate
- Lunch • 30 percent of the total daily M&IE rate.
- Dinner • 45 percent of the total daily M&IE rate.

Continental USA

The rates listed on the following table are the maximum reimbursement allowed for specified meals in continental U.S. (CONUS) locations. Refer to the CONUS per diem website to determine which daily meal rate to apply.

<table>
<thead>
<tr>
<th></th>
<th>High Cost Areas</th>
<th>All Other Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>17.00</td>
<td>19.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>21.00</td>
<td>22.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>31.00</td>
<td>33.00</td>
</tr>
<tr>
<td>TOTAL (daily meal rate)</td>
<td>69.00</td>
<td>74.00</td>
</tr>
</tbody>
</table>

Additional Information

The following websites contain additional information on per diem rates:

- **Per Diem FAQs**
- **Washington State Per Diem Maps**