

Travel Rates

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

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 January 1, 2021, WSU reimburses a traveler at the rate of \$.56 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 the Motor Pool Rates website for the rate schedule, at:

facilities.wsu.edu/motor-pool-rates/

Private Aircraft

Effective January 1, 2020, the private aircraft reimbursement rate is \$1.27 per statute mile. **NOTE:** Convert airplane nautical miles (NMs) into statute miles (SMs) when submitting a TEV. Use the formula: 1 NM equals 1.15077945 SM. See also *BPPM* 95.30.

Motorcycles

Effective January 1, 2020, WSU reimburses a traveler at the rate of \$0.545 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) found at:

gsa.gov/travel/plan-book/per-diem-rates

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**MEALS AND LODGING
PER DIEM RATES (cont.)**

- The U.S. Department of Defense sets the outside continental U.S. (OCONUS) per diem rates for Alaska, Hawaii, and the U.S. territories and possessions found at:

defensetravel.dod.mil/site/perdiemCalc.cfm

- The U.S. Department of State sets foreign location per diem rates found at:

aoprals.state.gov/web920/per_diem.asp

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.

	High Cost Areas					All Other Areas
Breakfast	14.00	15.00	16.00	18.00	19.00	14.00
Lunch	17.00	18.00	20.00	21.00	23.00	16.00
Dinner	25.00	28.00	30.00	32.00	34.00	25.00
TOTAL (daily meal rate)	\$56.00	\$61.00	\$66.00	\$71.00	\$76.00	\$55.00

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Additional Information

The following websites contain additional information on per diem rates.

- Per Diem FAQs

gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-questions-per-diem

- Washington State Per Diem Maps

ofm.wa.gov/accounting/administrative-accounting-resources/travel