## FOR OUT-OF-STATE RATES CONTACT THE AUDITOR'S OFFICE

## Table #1 - Meals & Incidentals Total

Find the meal and incidental (M&IE) rates for the location of your travel in the table below. If the City or County is not listed in the table then the standard rate will apply. These rates are for the full daily amount received for a single calendar day of travel when that day is neither the first nor the last day of travel. Once this rate is located go to Table #2 for the breakdown of your meals and incidentals.

Primary Destination	County	<b>M&amp;IE</b> \$68	
Standard Rate	Applies for all locations w/o		
Arlington / Fort Worth / Grapevine	Tarrant County/City of Grapevine	\$80	
Austin	Travis	\$80	
Big Spring	Howard	\$68	
Dallas	Dallas	\$80	
Galveston	Galveston	\$74	
Houston (L.B. Johnson Space Center)	Montgomery/Fort Bend/Harris	\$80	
Midland/Odessa	Midland/Andrews/Ector/Martin	\$74	
Pecos	Reeves	\$74	
Plano	Collin	\$80	
San Antonio	Bexar	\$74	
South Padre Island	Cameron	\$74	

## Table #2 - Meals & Incidentals Breakdown

After finding the correct M&IE rates for the location of your travel from the table above, use the breakdown from Table #2 to complete Table #3. **Meal amounts must be deducted when the meal** is provided with your registration.

is provided with your registration.								
Daily Rate per GSA								
M&IE	<u>\$68</u>	<u>\$74</u>	<u>\$80</u>					
Breakfast	\$16.00	\$18.00	\$20.00					
Lunch	\$19.00	\$20.00	\$22.00					
Dinner	\$28.00	\$31.00	\$33.00					
Incidental	\$5.00	\$5.00	\$5.00					
First/Last Da	\$51.00	\$55.50	\$60.00					

## Table #3 -Meals & Incidentals Worksheet

Complete the table below using the breakdown from Table #2 for each day of your travel. The amount received on the first and last day of travel equals 75% of the total M&IE. An example is provided in the next tab labeled "Sample Meals Per Diem Worksheet"

next tab labeled Cample Medic Fer Blein Worksheet									
	SUN	MON	TUES	WED	THU	FRI	SAT	TOTAL	
Breakfast								\$0.00	
Lunch								\$0.00	
Dinner								\$0.00	
Incidentals								\$0.00	
First/Last Day	/ Travel							\$0.00	
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	