

**Western Lands and Peoples Initiative
Montana State University
Grant Writing Workshop
October 25, 2016**

Calculating Per Diem (food costs)

	In-State	Out-of-State	International
Breakfast (12:01 am – 10:00 am)	\$5	\$11	\$7
Lunch (10:01 am – 3:00 pm)	\$6	\$12	\$11
Dinner (3:01 pm – 12:00 am)	\$12	\$23	\$18
Total	\$23	\$46	\$36

For same day trips, per diem is taxable.

<http://www.gsa.gov/portal/category/104711>

Calculating Mileage

Personal car with use justification (health/safety)	\$.54/mile (\$.51/mile after 1,000 miles/month)
Personal car without use justification	\$.26/mile

Airfare: Get a price from a travel site, such as Travelocity or Expedia, etc.

Lodging:

LODGING	IN STATE	OUT OF STATE
Max Allowed with receipt	\$91.00*	\$91.00**
Max Allowed without receipt	\$12.00	\$12.00
High Cost Cities	ACTUAL	ACTUAL

*Plus the current Montana Bed Tax

For more information on per diem rates for food and lodging, please see <http://www.gsa.gov/portal/category/104711>

For more information on MSU's travel policies, please see http://www.montana.edu/policy/business_manual/bus500.html#550.30