

**Alaska, Hawaii, & U.S. Territories (i.e., Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and Saipan)**

The meals and incidental expenses (M&IE) rates will be as follows:

	<b>Effective 7/1/2023 – 9/30/2023</b>	<b>Effective 10/1/2023 – 6/30/2024</b>
<b>Breakfast</b>	\$17.00	\$18.00
<b>Lunch</b>	\$18.00	\$29.00
<b>Dinner</b>	\$34.00	\$47.00
<b>Incidentals</b>	\$5.00	\$5.00
<b>Total</b>	\$74.00	\$99.00
<b>First/Last Day</b>	\$55.50	\$74.25

- Meals and incidental expenses (M&IE) are inclusive of taxes and tips, receipts not required.
- Incidental expenses (IE) include tips for valets, porters, baggage carriers, hotel staff, and complimentary shuttle services.
- First and last day meal rates are limited to 75% of the daily M&IE rates for the travel destination. Note: Departure/Arrival time of travel is no longer applicable, except for student group trips.
- If a third-party meal (i.e., conference meal) is provided, the respective meal rate for the meal must be subtracted from the daily M&IE rate.
- Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 a.m. on the first day of travel or extends to/or beyond 8 p.m. on the last day of travel.

The lodging rate will be as follows:

	<b>Effective 7/1/2023 – 9/30/2023</b>	<b>Effective 10/1/2023 – 6/30/2024</b>
<b>Lodging</b>	\$175.00	\$200.00

- An itemized paid hotel folio is required. A hotel reservation confirmation is not a receipt.

There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.