# SUBSISTENCE SUMMARY

**Lodging, Meals & Incidentals Reimbursement Caps & Receipt Requirements**

**February 2016**

<table>
<thead>
<tr>
<th></th>
<th>Less Than 30 Days With Overnight Stay</th>
<th>30 Days Or More</th>
<th>In Excess Of One Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>United States</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>48 Continental</strong></td>
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<td></td>
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</tr>
<tr>
<td>Daily M&amp;IE:</td>
<td>Actual meal expenses up to $55/day plus up to $7/day incidental expenses allowance</td>
<td>Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area.</td>
<td>Per Diem up to 150% of 30-day per diem.</td>
</tr>
<tr>
<td>Lodging:</td>
<td>Actual lodging up to $275/night, excluding taxes Receipts required</td>
<td><strong>No receipts required</strong></td>
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</tr>
<tr>
<td><strong>Alaska, Hawaii and the U.S. Possessions</strong></td>
<td>Published Federal Government Per Diem for specific location. Restriction for General Fund: Allowance is set at $55/day plus up to $7/day Incidental</td>
<td>Maximum Meals and Lodging Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area.</td>
<td>Per Diem up to 150% of 30-day per diem.</td>
</tr>
<tr>
<td>Daily M&amp;IE:</td>
<td></td>
<td><strong>No receipts required</strong></td>
<td></td>
</tr>
<tr>
<td>Lodging:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>International</strong></td>
<td>Published Federal Government Per Diem for specific location – Restriction for General Fund: Allowance is set at $55/day plus up to $7/day Incidental</td>
<td>Maximum Per Diem determined by Authorized Approver cannot exceed Federal Per Diem for area.</td>
<td>Per Diem up to 150% of 30-day per diem.</td>
</tr>
<tr>
<td>Daily M&amp;IE and Lodging:</td>
<td></td>
<td></td>
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<tr>
<td><strong>Non-Commercial Facility</strong></td>
<td>Actual expenses up to 100% of Published Federal Government Per Diem for specific location. Receipts required for all non-international travel.</td>
<td>Maximum Per Diem determined by Authorized Approver cannot exceed Federal per diem for specific location.</td>
<td>Per Diem up to 150% of 30-day per diem.</td>
</tr>
<tr>
<td>Daily Lodging Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** No receipts required for all non-international travel.