

## **HOW TO USE THE [www.gsa.gov/mie](http://www.gsa.gov/mie) WEBPAGE FOR REIMBURSEMENT:**

- Go to Per Diem Rates – GSA,
- Select Fiscal Year from drop down menu,
- Select State,
- Select City or enter zip code of location you will be traveling to,
- Find Rates.

(EXAMPLE OF PAGE)

FY 2019 Per Diem Rates Now Available

*You must follow these instructions to view FY2019 rates. Select FY2019 from the drop-down box above the "Search By City, State, or ZIP Code" or "Search by State" map, then click directly on the state in the map where you wish to view a rate. Otherwise, the search box only returns current FY rates.*

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [Per Diem tool](#) to calculate trip allowances.

### Search by City, State or ZIP

For Fiscal Year:

State

City

OR

ZIP

The per diem rate for the location you have entered with the allowed rate of reimbursement for lodging and meals will be displayed. Please submit a copy of this page with your purchase order. \*\*\*EXAMPLE OF PER DIEM RATES ON NEXT PAGE.

Lodging: use the daily rate for the month you will be traveling.

Meals: first and last day rules apply.

- If you will be traveling for only one or two days use the first/last day meals allowance. This amount is 75% of the total of meals and incidentals expense.
- If you will be traveling for three or more days, your meal allowance is the first/last day rates for your first/last days travel and the full daily rate (M & IE Total) amount for the other day/days of travel.

# FY 2018 Per Diem Rates for Albany, New York

Lodging by month (excluding taxes) | October 2017 - September 2018

Meals & Incidentals (M&IE) Rates

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

[View Rates](#)

Primary Destination ⓘ	County ⓘ	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Albany	Albany	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115

## Meals & Incidentals (M&IE) Breakdown ⓘ

Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination ⓘ	County ⓘ	M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⓘ
Albany	Albany	\$59	\$13	\$15	\$26	\$5	\$44.25