



Quick Reference Guide

New Location-Based Per Diem – Effective 10/1/24 Travel Claim Worksheet

New location-based per diem effective 10/1/24.

The General Services Administration (GSA) updated the location-based per diem rates on its website, effective October 1, 2024.

What is per diem?

Per diem is the allowance for meals and incidentals while you are traveling on CSU business for more than a 24-hour period.

What This Means for You

The Travel Claim—Employees and Students has been updated with a link to the current GSA website. When you travel and claim location-based per diem (and/or incidentals), it is important that you select the fiscal year that aligns with your travel claim.

If your travel occurred before 10/4/2024

1. Click the Domestic Rates (GSA) link or the GSA icon on the Travel Claim Worksheet – Employees & Students.

Travel Purpose:	Enter per diem rate	Travel Start Date:	Travel End Date:	Reviewer #1	Grant Analyst
Location (Only Enter Lodging Destination)	Domestic Rates (GSA) or choose Int'l for Intl, AK & HI			Reviewer #2	Dr. Sumaya (grants > \$3k)
				Approver *	AP/Pmt Svcs
<p>click whichever of the 3 links describes your destination (Continental US=GSA; AK/HI=Defense Travel; Int'l=State Dept)</p> <p>Enter the values into the yellow/tan fields. When available, select from the drop-down options. Enter all values in USD. For more details, refer to the Instructions tab.</p> <p>For 1-day travel, don't enter the location, rate types, etc. Just enter the "Travel Date" and your mileage. (Per diem paid only with overnight stay.)</p>					
TOTALS:					Amount Due to Traveler
					\$0.00

2. You will be routed to the General Services Administration website. The page will auto-populate to fiscal year 2025. Change to fiscal year 2024 (again, if your trip occurred before 10/1/24)
 - a. Enter the State and city of your travel
 - OR
 - b. Enter the zip code
 - c. Click find rates

For this example, Sacramento, CA, was used.

Search by city, state, or ZIP code

Required fields are marked with an asterisk (*).

For Fiscal Year: *

2024

State

California

City

Sacramento

OR

ZIP

ZIP

Find Rates

3. Scroll down to **Meals & Incidental Expenses (M&IE) rates and breakdown**
Locate the M&IE amount.



Meals & Incidental Expenses (M&IE) rates and breakdown



The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Sacramento	Sacramento	\$69	\$3	\$17	\$31	\$5	\$51.75

Showing 1 to 1 of 1 entries

4. Enter your M&IE amount from the dropdown in the **Domestic Rates (GSA) box** on your Travel Claim Worksheet – Employee & Students

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Travel Claim Worksheet

<i>Choosing from dropdown menu is required</i>		<i>Enter per diem rate</i>	Travel Start Date: 9/26/2024	<i>reimbursement from another source.</i>	Reviewer #1
Location (Only Enter Lodging Destinations)	Domestic Rates (GSA) or choose "Int'l" for int'l, AK, & HI	Alaska/Hawaii (DoD-Defense Travel) or International Rates (State Dept)	Travel End Date: 9/28/2024		Reviewer #2
Sacramento, CA	69	4	<i>click whichever of the 3 links describes your destination (Continental US=GSA; AK/HI=Defense Travel; Int'l=State Dept)</i>		
			  	<i>Enter the values into the yellow/tan</i>	
			<i>For 1-day travel, don't enter the location, rate types, etc. Just enter the "Travel Date" and</i>		

If your travel occurred on 10/1/2024 or after

- Click the Domestic Rates (GSA) link or the GSA icon on the Travel Claim Worksheet – Employees & Students.

<i>Choosing from dropdown menu is required</i>		<i>Enter per diem rate</i>	Travel Start Date:	<i>will not be seeking reimbursement from another source.</i>	Reviewer #1	Grant Analyst
Location (Only Enter Lodging Destination)	Domestic Rates (GSA) or choose "Int'l" for int'l, AK, & HI	Alaska/Hawaii (DoD-Defense Travel) or International Rates (State Dept)	Travel End Date:		Reviewer #2	Dr. Sumaya (grants > \$3k)
		1	<i>click whichever of the 3 links describes your destination (Continental US=GSA; AK/HI=Defense Travel; Int'l=State Dept)</i>			Approver *
			  	<i>(add AP/Payment Services as an approver & enter a date field)</i>		
			<i>Enter the values into the yellow/tan fields. When available, select from the drop-down options. Enter all values in USD. For more details, refer to the Instructions tab.</i>			
			<i>For 1-day travel, don't enter the location, rate types, etc. Just enter the "Travel Date" and your mileage. (Per diem paid only with overnight stay.)</i>			
					TOTALS:	Amount Due to Traveler \$0.00

- You will be routed to the General Services Administration website. The page will auto-populate to fiscal year 2025.
 - Enter the State and city of your travel
OR
 - Enter the zip code
 - Click find rates

For this example, Sacramento, CA, was used.

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Required fields are marked with an asterisk (*).

For Fiscal Year: *

2024

State

California

City

Sacramento

OR

ZIP

ZIP

Find Rates
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