



Meal Per Diem Reimbursement Policy

Effective January 1, 2016, Omega is changing our policy on meal reimbursement when traveling on company business. Omega's per diem rates will be based on the U.S. General Services Administration (GSA) Guidelines, which vary by city location. Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly. If a free meal is served on the plane, included in a conference registration fee, built in to the standard, single hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed.

GSA establishes the per diem rates for the lower 48 Continental United States (CONUS), which are the maximum allowances that employees are reimbursed for expenses incurred while on official travel. The separate amounts for breakfast, lunch and dinner are listed.

If you need to get reimbursed for a meal amount, first determine the location where you will be working while on company travel. You can look up the location-specific information at www.gsa.gov/perdiem. Enter the location name or zip code on the Per Diem Rates page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the GSA Per Diem Rates page. The URL in the address bar is www.gsa.gov/portal/category/104711. The page features a navigation bar with links for TRAVEL, REAL ESTATE, ACQUISITION, TECHNOLOGY, POLICY & REGULATIONS, and ABOUT US. A sidebar on the left is titled 'PER DIEM RATES' and lists various links: FY 2016 Per Diem Highlights, Per Diem Mobile App, FAQ, Per Diem Contacts, FY 2015 M&E Breakdown, FY 2016 M&E Breakdown, Factors Influencing Lodging Rates, Fire Safe Hotels, Per Diem Look-up, Per Diem Files (Archived), and Per Diem Mobile BlackBerry File Download. The main content area is titled 'Per Diem Rates' and contains a search form for 'Search by City, State or ZIP'. The search form includes dropdowns for 'For Fiscal Year' (set to 2016 (current)), 'Select a State', and 'City (optional)'. It also includes fields for 'ZIP' and 'OR'. To the right of the search form, there are sections for 'QUESTIONS' (with an email link to travelpolicy@gsa.gov), 'On the go?' (with a link to download the mobile app), and 'TAX QUESTIONS?' (with a note about contacting the Internal Revenue Service). A 'RATE THIS PAGE' button is located in the bottom right corner of the content area. The bottom of the browser window shows the Windows taskbar with icons for Start, Internet Explorer, File Explorer, Mail, Google Chrome, and Word.

On the next screen, the meal reimbursement amount for this location will be in the last column marked **M&IE**. In the below example, the M&IE amount for Fairfax, Virginia is \$69 per day.

FY 2016 Per Diem Rates for ZIP 22031

(October 2015 - September 2016)

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 \(a non-federal website\)](#).

The following rates apply for 22031

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)
		2015		2016										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$222	\$179	\$179	\$179	\$179	\$226	\$226	\$226	\$174	\$174	\$222	\$69	

On the same page under **Footnotes**, click on the link under #5 that says **Breakdown of M&IE Expenses**.

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

A table will appear on the next screen that will list the six meal tiers in the lower 48 Continental United States. The M&IE rate for your location will be one of the six tiers listed on the table. Locate the daily meal amounts for breakfast, lunch and dinner based on your total M&IE rate. In our example of \$69 for Fairfax, Virginia, the meal amounts would be \$16 for breakfast, \$17 for lunch and \$31 for dinner.

FY 2016 Meals and Incident: x 12/29/2015

www.gsa.gov/portal/content/101518

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tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

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When you submit your expense report, please print and attach the page titled **Per Diem Rates for ZIP (with travel location zip code)**. This will indicate to the person approving your expense report what the daily rate is for your travel location.

If you have any questions, please contact Betsy Amos in Human Resources, Steve Mihlfried in Accounting, or Goran Gligorovic. Thank you.