HUNTER EDUCATION TRAVEL REIMBURSEMENT RATES

Must obtain Hunter Education District Coordinator approval prior to travel

Meals and Incidental Rates

Effective October 1, 2024, the State implemented the new business and travel expense reimbursement program that includes adopting the federal standard meal and incidental expense (M&IE) rates and lodging rates established by the federal General Services Administration (GSA).

What is the applicable M&IE rate for in-state and out-of-state travel locations?

M&IE Total	First & Last Day of Travel	Breakfast*	Lunch*	Dinner*	Incidental Expenses
Up to $68	Up to $51	$16	$19	$28	$5

- **M&IE Total** – Up to 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** – M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Separate amounts for meals are listed for reference as meal amounts must be deducted when such meals are provided to the traveler or included in a conference registration, etc. For meals provided, the traveler must deduct the meal cost from the applicable M&IE rate.
- **First & Last Day of Travel** – Up to the amount received on the first and last day of travel and equals 75% of total M&IE.
- Additionally, as provided in the “M&IE Timeframes” chart in section 2.4, the State is adopting updated travel timeframe requirements for allowable M&IE reimbursements for all eligible* employees on authorized travel status.

2026 Personal Vehicle Mileage Reimbursement Rates

Type	Reimbursement Rate per Mile
Personal Vehicle (approved business/travel expense)	$0.725