

*David Ash – Chip Schutte – Michael Hobert - Sharon Keeler – Chuck Bishop*

## **AGENDA**

Joint Administrative Services Board  
Monday October 27, 2014 1:00 p.m.  
Joint Government Center

1. **Call to Order.**
2. **Approval of Minutes. (October 6 Minutes Attached).**
3. **Travel Policy.** Please find an amendment to the current Purchasing Policy section on Travel attached, along with a one page form that will be the instrument for organizing travel events in the future. A concerted effort will be made to enforce this policy and utilize this form. Adoption of this amendment is proposed, after which the matter will be brought to the School Board and Board of Supervisors.
4. **ERP Update.**
  - A. There will be a visual demonstration of the system.
  - B. There has been substantial savings on travel and conversion costs against what was included in the contract (approx. \$10K to date).
  - C. Next two weeks: extensive meetings on set up options for financial management. See attached brainstorm regarding switch settings.
5. **PT assistance for Payroll.** Staff medical issues, ERP setup responsibilities, and the prospect of mid-year retroactive payrolls in months with short payroll turnarounds will make it necessary to hire part-time assistance for the Payroll department. JAS generally turns back \$10K/year from its budget. It is expected that the department can absorb the cost from its existing budget through December. After that, the ERP portion can be charged to the Capital budgets, or a supplemental from government savings sought. Approval of this course of action is requested.
6. **Payroll and Classification Update.** The Board of Supervisors has approved additional funding for Joint Services equivalent to 4% of total salary plus benefits, pending completion of the Evergreen Study, and approval by the Joint Administrative Services Board.
7. **Next Meeting October 27.**



### 3. Travel Policy

Please consider the following:

- a. The current policy is attached (pg. 7).
- b. A survey of regional travel policies is attached (pg. 11).
- c. GSA rate schedules are attached (pg.12).
- d. The board should decide whether detailed receipts should be required for meals and incidentals. Previous discussions lean "yes". Federal Regs say only if over \$75. Commonwealth says no.
- e. If it is determined that receipts for meals and incidentals should be required, the board should decide:
  - i. Whether the applicable GSA per diem rate should be reimbursed regardless of the receipt amount, or
  - ii. Whether the actual receipt amount should be reimbursed but only up to the GSA per diem rate.
- f. The board should consider modifying the current policy concerning day travel. Section 19.4 states that meals for day travel are generally not reimbursable. However, the GSA policy to which we make reference is to reimburse day travel meals at 75% of the GSA meal rate. This latter method is preferred because there are instances of clearly valid day travel meal expenses (ex. Deputy transports patient to Waynesboro between 4 and 8 pm). State regs make a law enforcement exception.
- g. The board should decide whether meal and incidental expenses should be reimbursed to the employee, or whether a credit card can be used for these expenses. The problems associated with the credit card have been discussed, and if this method of meal reimbursement is permitted, a mechanism for recouping overcharges under item c, above, should be determined (ex. Dock pay, restrict further credit card use, dock future travel reimbursements).
- h. The board should clarify whether airplane travel, and hotel reservations not directly connected to a conference, should be arranged centrally, as opposed to individual departments, to ensure the best rates.
- i. Some limitation on room charges (room service, snacks, and restaurant meals) was discussed in August, and bears further discussion.
- j. Regardless of decisions made on the above, it will be very important to communicate to all employees in advance how the policy will be enforced going forward. Employees need to understand that it is their responsibility to seek valid reimbursements only, rather than making claims that go through all approval levels before being denied by Accounts Payable.

Tom Judge reviewed the issues and recommendation. Emily Johnson answered questions from the Board during the course of its discussion. Highlights include:

- Reimbursement for daily meals may be taxable. The Chair deferred discussion pending further research.
- The goal is to establish one County policy going forward.
- Sharon Keeler, Treasurer, expressed her preference for the requirement of receipts.
- Chairman Hobert expressed his preference for receipts and reimbursement no greater than the dollar amount spent. He expressed his support for the Fauquier County reimbursement up

*Draft for review October 27, 2014*

to the per diem; however, he stated that if there were consensus the other way he would go along with it.

- Sheriff Roper expressed support for per diem. He advised that multiple members of staff spend considerable man-hours tracking meal receipts that in some cases might be only a few dollars. He further informed the Board that deputies, by statute, were reimbursed for meals on day trips.
- Chuck Bishop, Superintendent, indicated that he believed the School Board would have difficulty foregoing receipts. He also suggested selecting a reasonable per diem.
- David Ash opined that processing per diem payments was clearly easier but acceptance of the proposed policy depended upon whether the governing bodies would be satisfied without receipts. He recommended setting a daily rate instead of a by meal rate.
- Emily Johnson commented that some localities reimburse per diem for overnight trips and by receipt for day trips.

Following discussion, David Ash, seconded by Sharon Keeler, moved to confirm the policy and to revise to D. with “yes” requiring receipts and that those receipts be reimbursed up to the GSA per diem rates as referenced in E.ii. and that the day trip meals be reimbursed up to individual meal up to the GSA rate for the community in which it is involved.

Further, the motion was to add a policy provision which enabled identified account manager review to provide and allow for those situations that may reasonably exceed the limit.

Chairman Hobert called for further discussion.

Chuck Bishop sought clarification as to which office was responsible for adjusting the reimbursement for meals provided at a meeting or conference, meals that exceed the limit, etc.

Tom Judge advised that the adjustment should be made by the person requesting the reimbursement; but, if not adjusted prior to receipt, it would ultimately be the responsibility of Joint Administrative Services. He encouraged familiarizing employees with the process.

Emily Johnson added that the policy would be communicated to all employees and the reimbursement form revised.

Chuck Bishop remarked that he could not support the motion as presented because the GSA rate was too much of a moving target for his comfort level.

Chairman Hobert suggested amending the motion to accommodate agreed upon rate or rates.

Chuck Bishop expressed agreement with the suggested amendment.

Tom Judge offered the following rate Tiers depending on jurisdictions wherein the cost was incurred, to be identified by JAS as a part of the policy:

Tier	Breakfast	Lunch	Dinner	Daily Limit
1	\$10	\$10	\$20	\$40
2	\$10	\$15	\$25	\$50

Chairman Hobert asked to review the revised policy amendments and request for reimbursement form at the next meeting.

Tom Judge asked for review of Items G, H, and I.

Chairman Hobert interpreted as follows:

Item G: Overcharges will be recouped up to and including payroll deduction and that the policy be made clear on the form and in staff meetings

Item H: Discretion and authority be given to department managers.

Tom Judge clarified that County staff can make travel arrangements through the Purchasing Department.

Item I: Room service is tied to meals and subject to daily caps.

David Ash accepted the amendment to add tiers as set forth and further moved subject to approval at the October 27 Joint Administrative Services meeting after reviewing the policy change drafted in response to the Board's direction. The motion carried by the following vote:

David Ash	-	Aye
Chuck Bishop	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Absent

#### 4. ERP Update

a. *Employee Communication distributed.*

b. *Chart of Accounts successfully loaded to new system:*

i. *Will permit revenue/expenditure match by function (ex. Swimming Pool or Lord Fairfax Tuition payments).*

ii. *Combines four systems into one: Finance, Treasury, Social Services, and School Activity Funds.*

iii. *Will permit tracking of projects (ex. International Baccalaureate or Historic Preservation Grant) without addition or continuance of accounts.*

iv. *Consolidates object codes (one object code for travel instead of separate mileage, travel, and convention codes).*

*Draft for review October 27, 2014*

v. *Will permit tracking and reporting of overlapping grants: some grants are recurring (Title I or V-Stop) but each has separate terms and conditions. Much of this is currently managed by separate keying to spreadsheets to maintain proper accounting (no longer necessary).*

VI. *Account structure conforms to Auditor of Public Accounts and DOE standards permitting timely and less costly reporting.*

c. *Sessions on conversion of finance data Tuesday-Friday of this week.*

d. *Forms (checks, invoices, statements) definition Tuesday of next week.*

*Since the last meeting there has been two days of Chart of Accounts training and development, and one half day of Cloud Administration training.*

*There was also a meeting with Social Services to set up a chart of accounts for CCSS and CSA.*

*This week there will be two days of training on System Administration, and next week two days of training on Security and Workflow administration.*

*We plan to complete the Chart of Accounts draft by mid-September in advance of the annual financial audit. Board members should now have access to the Sharepoint site on which the project plan and calendar are laid out.*

Tom Judge briefly summarized the items above.

#### 5. Director Performance Evaluation.

*The JAS Director performance evaluation, by past practice, is due by the end of the calendar year. This has previously been undertaken by a collaborative effort of the County Administrator and School Superintendent then shared with the Board in closed session.*

Chairman Hobert asked Chuck Bishop and David Ash to move forward with Mr. Judge's annual evaluation.

#### 6. Set Next Meeting

The next regularly scheduled meeting is set for Monday, October 27, 2014.

#### 7. Adjournment

At 2:12 pm, Chairman Hobert adjourned the meeting.

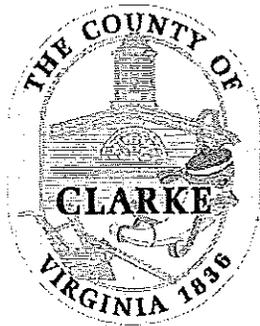
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Minutes Recorded and Transcribed by: Lora B. Walburn

CLARKE COUNTY DEPARTMENT OF JOINT ADMINISTRATIVE SERVICES

PURCHASING DEPARTMENT

PROCUREMENT POLICIES AND PROCEDURES



CLARKE COUNTY PURCHASING DEPARTMENT

129 RAMSBURG LANE

BERRYVILLE, VA 22611

ADOPTED: MARCH 22, 2010  
REVISED: MAY 24, 2010  
REVISED: NOVEMBER 1, 2010

ARTICLE 19: TRAVEL, MEAL, AND MILEAGE REIMBURSEMENTS

SUMMARY

- DEPENDING ON THE EXPECTED COST OF THE TRIP, THE EMPLOYEE MUST HAVE ACCOUNT MANAGER OR EXECUTIVE APPROVAL BEFORE DEPARTING
- SUMMARY OF TRAVEL EXPENSES THAT ARE ELIGIBLE OR UNELIGIBLE FOR REIMBURSEMENT
- PROCEDURE FOR REQUESTING REIMBURSEMENT FOR MILEAGE, MEALS, AND PUBLIC TRANSPORTATION

19.1. Planning for Travel. The County will reimburse employees traveling on official County business for reasonable and necessary expenses involved. Travel expenses are open to the public and must be able to sustain the test of public review. When planning and paying for travel, economy, discretion, and necessity are of special importance. The use of County funds to accommodate personal comfort, convenience, and taste is not permitted.

Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursements.

The County will not act as a fiscal agent for expenses incurred by family members traveling with employees.

19.2 Travel Requisition. All travel requires the completion of a Travel Requisition Form for pre approval of the expense. Minor travel is travel clearly totaling \$800 or less for all expenses, and which includes no lodging or and fare expense. Major travel is travel likely to cost more than \$800, or which includes lodging or fare expense. An Account Manager must approve minor travel and an Executive must approve major travel in advance using a travel requisition form as included in Appendix A. An Executive must approve major travel in advance.

The Requisition shall include a reason for the travel, a hard-copy confirmation of any and all hotel and airline expenses. The Requisition shall also include an estimate of meal expenses, air fare, rental car, lodging, conference/seminar registrations, and any other travel costs.

19.2.1 Advance Payments. Advance payments for direct-billed hotel/motel expenses are discouraged. Use of a Company/County Credit Card is encouraged to secure room confirmations. Actual advance payments for travel will not be reimbursed prior to the trip.

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19.3. Meal Expenses. Generally, meals that do not involve an overnight stay are not reimbursable. When staying overnight, the employee is permitted to request reimbursement for meals and incidental expenses incurred during the trip. Employees will be compensated at cost for meals consumed during official travel as indicated in Figure A below with proper documentation. Proper documentation includes an itemized receipt and approved travel requisition form included in APPENDIX A. An employee will be reimbursed for actual costs associated with meals, tips, and incidental expenses not to exceed the per diem rates as set below divided into two tier levels. Travel areas not covered in the table below are at the discretion of the Account Manager or will be assumed as Tier I if not documented otherwise. If a meal is provided as part of the event being attended, then that portion of the meal will be deducted from the total rate amount allowable for the day. For example, if the conference provides

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lunch and is within the Tier I area, the total for the day allowable is \$30.00. Otherwise, employee will be reimbursed up to the full amount based on Tier I or Tier II rates. The rates allowed for meals and incidental expenses are set per the U.S. General Services Administration. To view the rates, log onto [www.gsa.gov](http://www.gsa.gov) and click on "per diem rates" and then click on Virginia. Please note that there are lower amounts allotted for first and last day stays.

Meal	Tier I	Tier II
Breakfast	\$10.00	\$10.00
Lunch	\$10.00	\$15.00
Dinner	\$20.00	\$25.00
Total	\$40.00	\$50.00
Areas Covered	Areas that fall under the GSA Standard Rate.	Areas that fall under all other rates as established by GSA.

Figure A

19.3. The Executive is authorized to approve exceptions to the GSA per diem rate provided that any exception authorized by the Executive is to be documented in writing setting forth a reasonable explanation for the exception.

Daily trips not requiring overnight travel will be reimbursed per meal within tier I/II limits. To be reimbursed for any meal, the employee must have an Account Manager sign a completed Reimbursement Travel Requisition Form Voucher and attach a copy of the itemized receipt and other applicable paperwork.

One exception when meals may be reimbursed when an overnight stay is not involved is business meals. For the expense of a business meal to be reimbursed, the Reimbursement Voucher Requisition Form must be filled out and must include an Account Manager signature, the original itemized receipt, a summary of the business that was discussed, and a list of all the individuals involved in the meal. The County employee initiating and sponsoring the cost of the business meal must have prior authorization from an Executive to spend County funds for a business meal.

19.4 Incidental Travel Expenses. Examples of Incidental Travel Expenses that are eligible for reimbursement and not part of the daily per diem include:

- a. Taxes and surcharges paid by the traveler for lodging.
- b. Business telephone calls and facsimiles made for official business purposes and paid for by the traveler may be claimed on the travel reimbursement voucher. A full explanation must be stated on the reimbursement voucher accompanied by supporting documentation. Individuals using personally owned cellular telephones may be reimbursed for business calls when shown to be cost beneficial or out of necessity. In this case, an itemized cell phone statement must be included. In the event that free minutes are used for business calls, reimbursement is not permitted.
- c. Tolls and parking fees are reimbursable when paid for by the traveler in the course of conducting official County business.

Examples of Incidental Travel Expenses that are not eligible for reimbursement include:

- a. Lost or stolen articles
- b. Alcoholic beverages

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- c. Damage to personal vehicles, clothing, or other items
- d. Services to gain entry to a locked vehicle
- e. Movies charged to hotel bills
- f. All expenses related to the personal negligence of the traveler, such as fines
- g. Entertainment expenses
- h. Personal vehicle towing charges
- i. Valet parking unless no other type of parking is available or with reasonable validation.
- h.j. Movies, refrigerator rentals, and other additional items frequently charged to hotel rooms
- i.k. Expenses for children, spouses, and companions while on travel status.

The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expenses are open to the public and must be able to sustain the test of public review.

- 19.5. County-Owned Vehicles. When an employee is scheduled to travel for official County business, he/she is highly encouraged to contact the Maintenance/Transportation Department for schools or the Maintenance Department for County to reserve one of the County-owned vehicles. The employee is expected to provide the Maintenance/Transportation Department with as much advanced notice as possible.

When using a County-owned vehicle, the employee is expected to use the Fuel Card in the glove compartment of the vehicle or as provided by the Maintenance/Transportation Department to fill the vehicle with fuel, as needed. Although rare, if an employee is in area that does not have a location that accepts the fuel card, the employee may use their personal funds for fuel and may request reimbursement fuel upon their return. However, the employee will be required to submit an itemized copy of the receipt, a description of their trip, and the reasoning for not using the County Fuel Card with his/her request.

If possible, the employee should fill the County-owned vehicle with fuel before returning it to the Maintenance/Transportation Department.

- 19.6. Mileage Reimbursement. When traveling for official County business, employees are permitted to use their personally owned automobile when a County-owned vehicle is not available, or when the use of a personally owned vehicle is cost-beneficial to the County. Employees electing to use their personal vehicle may request reimbursement for mileage by completing a Mileage/Travel Reimbursement-Requisition Form as included in Appendix A. The Mileage/Travel Reimbursement Form shall include a description of the trip or conference attended and the number of miles traveled for business purposes only with a mapquest.com/googlemaps.com printout as backup documentation. Mileage will be calculated by using the employee's office/School as the starting and ending point. The Mileage Reimbursement Form/travel requisition form shall be submitted to the Accounts Payable Department within thirty (30) days from the completion of the trip.

Mileage shall be reimbursed at the standard mile rate established by the IRS, Commonwealth of Virginia Department of General Services.

- 19.7. Public Transportation. Public transportation travel includes rental car, plane, train (including subway or metro), bus, taxi/shuttle, or other "for hire transportation." Public transportation rates must not exceed those for tourist or coach class accommodations. Itemized Receipts for such expenses must be retained for submission with the travel voucher/travel requisition form.

19.8.1 Rental Car. Employees are authorized to rent cars only in conjunction with air travel or when cost, convenience and the specific situation require their use. When renting a car, employees should

select a midsize car and only rent a "full" size care when three or more employees are traveling together. Clarke County carries leased vehicle insurance so all additional insurance should be declined.

19.8.2 Air Travel. Only coach or economy seating is reimbursable and a direct flight only at the lowest logical fare. If a connecting flight will not add more than two hours before or after the requested departure time and no more than three hours to the total trip duration then the connecting flight should be accepted.

19.8.3 Baggage fees. Reimbursement of personal baggage charges are based on the trip duration as follows:

- Up to five days = one checked bag
- Six or more days = two checked bags

For taxis, metro rail, subway, shuttle vans, and other forms of "for hire transportation," receipts are required for reimbursement only if the reimbursement claim exceeds \$10.00.

Public transportation from place of lodging to other locations is only eligible for reimbursement if it is for official County business purposes.

19.8 Lodging. County employees should select hotel chains that are well established, reasonable in price and conveniently located in relation to the travelers event. If the employee has a discount rate with the local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate upon arrival.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy. Tips for maids and other hotel staff are included in the per diem reimbursable rate (incidentals).

#### APPENDIX A

Travel Reimbursement form To be created

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**TRAVEL REQUISITION AND REIMBURSEMENT FORM**

Executive Approval Required if total exceeds \$800 including Lodging and/or Fare Expense  
**ALL ITEMIZED RECEIPTS ARE REQUIRED! PLEASE ATTACH TO THIS FORM!**

Name \_\_\_\_\_ DEPARTMENT/SCHOOL \_\_\_\_\_

Travel Requisition# \_\_\_\_\_ DATE \_\_\_\_\_

Estimates for Travel: These expenses include Lodging, Airfare, Registration fees, and Meals.

<u>Estimated LODGING</u>	<u>Estimated FARES</u>	<u>Estimated REGISTRATION</u>	<u>Estimated Meals</u>
Date(s) of Stay: _____	Date(s) of Travel: _____	Date(s) of Event: _____	Date(s) of Meals required: _____
\$ per night _____	\$ per fare _____	\$ per reg. _____	\$ per day _____
Total \$ _____	Total \$ _____	Total \$ _____	Total \$ _____

PRE-APPROVAL Signature: Account Manager or Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

PRE-APPROVAL Signature: Executive or Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

ACTUAL EXPENSE: Itemized receipts must add up for all expenses to be reimbursable.

<u>TRIP DATE</u>	<u>DESTINATION &amp; PURPOSE</u> *Please provide conference name and location	<u>MILEAGE MEAL, OR PARKING?</u>	<u>LOCATION OF MEAL OR PARKING</u>	<u>PRE-TRIP ESTIMATE OF MILES TRAVELED</u>	<u>ACTUAL MILES TRAVELED</u>	<u>MILEAGE RATE</u>	<u>ACTUAL TOTAL EXPENSE</u>
						.56	
						.56	
						.56	
						.56	
						.56	
						.56	
						.56	
TOTAL:							

FINAL-APPROVAL: Account Manager or Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

FINAL-APPROVAL: Executive or Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Please turn this form/documentation into the Accounts Payable department at 524 Westwood road for processing.**

FD	PRJ	CC	PGM	FUNC	OBJ	ESTIMATE	ACTUAL
TOTAL:							



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# FY 2015 Per Diem Rates for Virginia

(October 2014 - September 2015)

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  - FY 2014 Per Diem Highlights
  - Fire Safe Hotels
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You searched for: Virginia

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**		
		2014			2015											
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
Standard Rate	Applies for all locations without specified rates	83	83	83	83	83	83	83	83	83	83	83	83	83	83	46
Abingdon	Washington	96	96	96	96	96	96	96	96	96	96	96	96	96	96	46
Blacksburg	Montgomery	96	96	96	96	96	96	96	96	96	96	96	96	96	96	46
Charlottesville	City of Charlottesville / Albemarle / Greene	125	125	125	125	125	125	125	125	125	125	125	125	125	125	56
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	177	177	177	177	229	229	229	229	229	229	162	162	222	71
Fredericksburg	City of Fredericksburg / Spotsylvania / Stafford / Caroline	84	84	84	84	84	84	84	84	84	84	84	84	84	84	56
Loudoun	Loudoun	96	96	96	96	96	96	96	96	96	96	96	96	96	96	61
Lynchburg	Campbell / Lynchburg City	90	90	90	90	90	90	90	90	90	90	90	90	90	90	51
Norfolk / Portsmouth	Cities of Norfolk / Portsmouth	87	87	87	87	87	87	87	87	87	87	87	87	87	87	61
Prince William / Manassas	Prince William / City of Manassas	85	85	85	85	85	85	85	85	85	85	85	85	85	85	56
Richmond	City of Richmond	113	113	113	113	113	113	113	113	113	113	113	113	113	113	66
Roanoke	City limits of Roanoke	102	102	102	102	102	102	102	102	102	102	102	102	102	102	51
Virginia Beach	City of Virginia Beach	94	94	94	94	94	94	94	94	94	172	172	172	94	56	
Wallops Island	Accomack	92	92	92	92	92	92	92	92	92	92	147	147	92	56	
Warrenton	Fauquier	108	108	108	108	108	108	108	108	108	108	108	108	108	46	
Williamsburg / York	James City / York Counties / City of Williamsburg	83	83	83	83	83	83	96	96	96	96	96	96	83	51	

\* NOTE: 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.

\*\* Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

CONTACTS

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## Meals and Incidental Expenses ( M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six 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
\$46	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$46	\$34.60
\$51	\$38.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit [FTR Appendix B](#). (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the chart listed above.)

The shortcut to this page is [www.gsa.gov/mle](http://www.gsa.gov/mle).

Last Reviewed 2014-10-15

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**QUESTIONS:**

For all travel policy questions, email [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov).



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Accounts Payable  
 Purchasing  
 Financial View All School or Gov  
 Treasury  
 Distributed Financial Management  
 Accounting

Accounts Payable

Permission	Description	Valid Value	Default Value							
Maintain Miscellaneous codes	When this check box is selected, users assigned to the role are able to maintain accounts payable miscellaneous codes.	Y N	N		Y	N	N	N	N	Y
Maintain audit records	When this check box is selected, users assigned to the role are able to maintain accounts payable change audit record.	Y N	N		N	N	N	N	N	Y
Maintain check reconciliation	When this check box is selected, users assigned to the role can perform check reconciliation maintenance. Check reconciliation marks check records as "cleared" once the check or wire transfer information is returned from the bank.	Y N	N		N	N	N	Y	N	N
Access to the warrant in Invoice Entry	When this check box is selected, users assigned to the role can change the warrant in invoice entry. A warrant is a number that identifies a group of invoices as authorized for payment.	Y N	N		Y	N	N	N	Y	Y
Access to the Org when PO is liquidated	When this check box is selected, users assigned to the role can change the organization code on an invoice when liquidating a purchase order.	Y N	N		Y	N	N	N	Y	Y
Access to the Object when PO is liquidated	When this check box is selected, users assigned to the role can change the object code on an invoice when liquidating a purchase order.	Y N	N		Y	N	N	N	Y	Y
Access to the Project when PO is liquidated	When this check box is selected, users assigned to the role can change the project code on an invoice when liquidating a purchase order.	Y N	N		Y	N	N	N	Y	Y
Override invoice variance	When this check box is selected, users assigned to the role can change a variance when an invoice amount varies from the purchase order amount.	Y N	N		Y	N	N	N	Y	Y
Override PO vendor	When this check box is selected, users assigned to the role can modify the purchase order vendor when updating invoice data.	Y N	N		Y	N	N	N	N	Y
Add vendors on-the-fly	When this check box is selected, users assigned to the role are able to add vendors while entering an invoice in Invoice Entry.	Y N	N		Y	Y	N	N	Y	Y
View SSNs	When this check box is selected, users assigned to the role can view social security numbers.	Y N	N		Y	N	N	N	N	Y
Stale Check Processing	When this check box is selected, users assigned to the role are able to process stale checks in the Check Reconciliation program.	Y N	N				N	N	Y	N
Generate AP holding records	When this check box is selected, users assigned to the role are able to create general journal entries in the Accounts Payable Retainage Report program.	Y N	N		Y	N	N	N	N	Y
Allow entry of cm invoices w/o original	When this check box is selected, the original invoice is not required for entry of credit memo invoices.	Y N	N		Y	N	N	N	Y	Y
Override credit memo defaults	When this check box is selected, users assigned to the role are able to override credit memo defaults.	Y N	N		Y	N	N	N	Y	Y
Allow contract liquidations	When this check box is selected, users assigned to the role are able to liquidate contracts in accounts payable applications.	Y N	N		Y	N	N	N	Y	Y
Maintain vendors	When this check box is selected, users assigned to this role are able to maintain all vendor information.	N - No U - Update only Y - Yes	N		Y	Y	N	N	Y	Y
Allow vendor name maintenance	This list indicates if users assigned to the role can maintain vendor records.	Y N	Y		Y	Y	N	N	Y	Y
Post own Invoices	When this check box is selected, users assigned to the role are able to post their own invoices. When this check box is cleared, a user with the appropriate permissions must post the invoices.	Y N	N		Y	N	N	N	Y	Y
Post other's invoices	This list indicates if users assigned to the role can post other users' invoices. The options are as follows: Yes - Yes Department Only - This option indicates that the user can post his/her own invoices as well as invoices created by others. No - This option indicates that the user can only post his/her own invoices.	N - No D - department Only Y - Yes	N		Y	N	N	N	D	Y



Accounts Payable  
 Purchasing  
 Financial View All School of Gov  
 Treasury  
 Distributed Accounting  
 Financial Management

Approve amendments	When this check box is selected, users assigned to the role can approve budget amendments.	Y N	N	N	N	N	N	Y	Y
Disallow 1-sided amendments	When this check box is selected, users assigned to the role can not enter one-sided budget amendments.	Y N	Y	Y	Y	Y	Y	Y	N
Disallow Inter-fund transactions	When this check box is selected, users assigned to the role are not allowed to execute Inter-fund transactions. When the Disallow 1-Sided Amendments check box is selected, the Disallow Inter-fund Transactions (Types 7 and 8) check box is cleared and you cannot change this.	Y N	Y	Y	Y	Y	Y	Y	N
<b>Next year budgeting</b>									
Maximum budget level	This is the highest budget level available to users assigned to the role. The options are 0-5.	0-5	0	2	2	1	4	3	5
Hide restricted budget levels	When this check box is selected, users assigned to the role are not able to view budget levels greater than the value defined in the Maximum Budget Level field. This check box is cleared by	Y N	Y	N	N	N	N	N	N
Budget approver	When this check box is selected, users assigned to the role are able to approve budgets.	Y N	N	N	N	N	N	N	Y
Projection detail access only	When this check box is selected, users assigned to the role are able to maintain the amounts and values in projection details only.	Y N	Y	N	N	N	N	Y	N
<b>Data Access</b>									
Budget object code access									

**Contract Management**

Permission	Description	Valid Value	Default Value						
Create new contracts	When this check box is selected, users assigned to the role can create new contracts.	Y N	N	N	Y	N	N	Y	N
Release own contracts	When this check box is selected, users assigned to the role can release contracts that they created.	Y N	N	N	Y	N	N	N	N
Approve own contracts	When this check box is selected, users assigned to the role can approve contracts that they	Y N	N	N	Y	N	N	N	N
Approve others' contracts	When this check box is selected, users assigned to the role can approve contracts created by others.	Y N	N	N	Y	N	N	N	N
Post own contracts	When this check box is selected, users assigned to the role can post contracts that they created.	Y N	N	N	Y	N	N	N	N
Maintain own posted contracts	When this check box is selected, users assigned to the role can maintain posted contracts that they created. This check box should not be selected for any user who is restricted from maintaining posted contracts.	Y N	N	N	Y	N	N	Y	N
Delete own posted contracts	When this check box is selected, users assigned to the role can delete posted contracts that they created.	Y N	N	N	Y	N	N	N	N
Maintain others' contract comments	When this check box is selected, users assigned to the role can maintain comments in contracts created by others.	Y N	N	N	Y	N	N	N	N
Change contract enforcement method	When this check box is selected, users assigned to the role are able to change the contract enforcement method.	Y N	N	N	Y	N	N	N	N
<b>Create/Maintain contracts:</b>									
Encumbered GL Accounts	When this check box is selected, users assigned to the role are able to create and maintain contracts for the encumbered general ledger accounts contract enforcement method.	Y N	N	N	Y	N	N	N	N
Non-encumbered GL accounts	When this check box is selected, users assigned to the role are able to create and maintain contracts for the non-encumbered general ledger accounts contract enforcement method.	Y N	N	N	Y	N	N	N	N
Amounts by GL Segments	When this check box is selected, users assigned to the role are able to create and maintain contracts for the amounts by general ledger segments contract enforcement method.	Y N	N	N	Y	N	N	N	N
Not to exceed	When this check box is selected, users are able to create and maintain contracts for the not-to-exceed contract enforcement method.	Y N	N	N	Y	N	N	Y	N
Item/Qty/Cost/Disc	When this check box is selected, users assigned to the role are able to create and maintain contracts for the items, quantity, costs, and discounts contract enforcement method.	Y N	N	N	Y	N	N	Y	N
Maintain others' contracts prior to release	When this check box is selected, users assigned to the role are able to maintain contracts that others created prior to their release.	N - No D - Department Only Y - Yes	N	N	Y	N	N	N	N

FINANCIALS

		Accounts Payable Purchasing Financial View All School or Gov Treasury Distributed Financial Management Accounting								
Delete others' contracts prior to release	This list indicates if users assigned to the role can delete contracts others created prior to their release. The options are as follows: <b>Yes</b> - This option indicates that the user can delete his/her own contracts as well as contracts created by others. <b>Department Only</b> - This option indicates that the user can delete his/her own contracts as well as contracts created by others with the same department code. <b>No</b> - This option indicates that the user can only delete his/her own contracts.	N - No D - Department only Y - Yes	N							
Release others' contracts	This list indicates if users assigned to the role can release others' contracts The options are as follows: <b>Yes</b> - This option indicates that the user can release his/her own contracts as well as contracts created by others. <b>Department Only</b> - This option indicates that the user can release his/her own contracts as well as contracts created by others with the same department code. <b>No</b> - This option indicates that the user can only release his/her own contracts.	N - No D - Department Only Y - Yes	N							
Post others' contracts	This list indicates if users assigned to the role can post others' contracts The options are as follows: <b>Yes</b> - This option indicates that the user can post his/her own contracts as well as contracts created by others. <b>Department Only</b> - This option indicates that the user can post his/her own contracts as well as contracts created by others with the same department code. <b>No</b> - This option indicates that the user can only post his/her own contracts.	N - No D - Department Only Y - Yes	N							
Maintain others' posted contracts	This list indicates if users assigned to the role are able to maintain others' contracts The options are as follows: <b>Yes</b> - This option indicates that the user can maintain his/her own contracts as well as contracts created by others. <b>Department Only</b> - This option indicates that the user can maintain his/her own contracts as well as contracts created by others with the same department code. <b>No</b> - This option indicates that the user can only maintain his/her own contracts.	N - No D - Department Only Y - Yes	N							
Delete others' posted contracts	This list indicates if users assigned to the role are able to delete others' posted contracts. The options are as follows: <b>Yes</b> - This option indicates that the user can delete his/her own posted contracts as well as contracts created by others. <b>Department Only</b> - This option indicates that the user can delete his/her own posted contracts as well as contracts created by others with the same department code. <b>No</b> - This option indicates that the user can only delete his/her posted own contracts.	N - No D - Department Only Y - Yes	N							
View contracts	This list indicates if users assigned to the role are able to view contracts. The options are as follows: <b>Yes</b> - This option indicates that the user can view his/her own contracts as well as contracts created by others. <b>Department Only</b> - This option indicates that the user can view his/her own contracts as well as contracts created by others with the same department code. <b>No</b> - This option indicates that the user can only	N - No D - Department Only Y - Yes	N							
				Y	Y	Y	Y	Y	Y	Y

Accounts Payable  
 Purchasing  
 Financial View All School or Gov  
 Treasury  
 Distributed Financial Management  
 Accounting

**Fixed Assets**

Permission	Description	Valid Value	Default Value							
Superuser	When this check box is selected, users assigned to the role can perform all of the available functions in the Fixed Assets module. When this check box is selected, all other permissions options on this screen are also selected.	Y N	N							
Maintain codes	When this check box is selected, users assigned to the role can maintain fixed asset codes in Miscellaneous Codes.	Y N	N		N	N	N	N	N	Y
Maintain fixed asset master records	When this check box is selected, users assigned to the role can add, update, and/or delete records in the Fixed Asset Maintenance program.	Y N	N		N	Y	N	N	N	Y
Maintain an asset's values	When this check box is selected, users assigned to the role can modify the value of a fixed asset.	Y N	N		N	Y	N	N	N	Y
Maintain an asset's accounts	When this check box is selected, users assigned to the role can modify a fixed asset's account.	Y N	N		N	Y	N	N	N	Y

**General Ledger**

Permission	Description	Valid Value	Default Value							
<b>Permissions</b>										
General maintenance on accounts	When this check box is selected, users assigned to the role can perform general maintenance on accounts found in the MUNIS Chart of Accounts. The user can add, update and delete segments, organization codes, object codes, and account numbers. Note: You should ensure that this check box is selected for administrative roles.	Y N	N							
Amount maintenance on accounts	When this check box is selected, users assigned to the role can change amounts (summarized balances) on accounts in the General Ledger Account Table. It also controls the ability to post one-sided journal entries.	Y N	N		N	N	N	Y	N	Y
Override budget amounts	When this check box is selected, users assigned to the role can exceed available budget amounts.	Y N	N		N	N	N	Y	N	Y
Override accounting period	When this check box is selected, users assigned to the role can make journal entries outside of the default period.	Y N	N		N	N	N	Y	N	Y
Updating own journal entries	When this check box is selected, users assigned to the role can update their own journal entries.	Y N	N		N	N	N	Y	N	Y
Update others' journal entries	When this check box is selected, users assigned to the role can update other users' journal entry proofs as well as their own.	Y N	N		N	N	N	Y	N	Y
<b>GL Year access</b>										
Program	This is the program for which users assigned to the role have access to general ledger data for particular years.									
Last year	When this check box is selected, users assigned to the role can access the previous year's general ledger data for the specified program.	Y N	N		N	N	N	Y	N	Y
Current Year	When this check box is selected, users assigned to the role can access the current year's general ledger data for the specified program.	Y N	N		N	N	N	Y	N	Y
Next Year	When this check box is selected, users assigned to the role can access the next year's general ledger data for the specified program.	Y N	N		N	N	N	Y	N	Y

**Inventory**

Permission	Description	Valid Value	Default Value							
Maintain inventory items	When this check box is selected, users assigned to the role are able to add, update, and delete inventory items.	Y N	N		N	Y	N	N	Y	N
Post transaction history	When this check box is selected, users assigned to the role are able to post transaction history.	Y N	N		N	Y	N	N	Y	Y
<b>Data Access</b>										
Inventory maintenance access by location										
Creation of pick tickets through requisitions only by location										

FINANCIALS

Accounts Payable  
 Purchasing  
 Financial View All School or Gov  
 Treasury  
 Distributed Financial Management  
 Accounting

Purchase Orders

Permission	Description	Valid Value	Default Value							
Maintain commodity codes	When this check box is selected, users assigned to the role are able to view, but not update, records in Commodity Codes File Maintenance. Note: To access commodity codes, the Add Open POs check box must be selected.	Y N	N			N	Y	N	N	N
Maintain audit records	When this check box is selected, users assigned to the role are able to maintain change audit	Y N	N		N	N	N	N	N	Y
Convert Reqs to POs	When this check box is selected, users assigned to the role are able to convert requisitions to purchase orders.	Y N	N			N	Y	N	N	Y
Add open POs	When this check box is selected, users assigned to the role are able to create new purchase orders.	Y N	N		N	Y	N	N	Y	N
Update own open POs	When this check box is selected, users assigned to the role are able to update purchase orders that they created.	Y N	N			N	Y	N	N	Y
Proof/Post own open POs	When this check box is selected, users assigned to the role are able to proof and post purchase orders that they created.	Y N	N			N	Y	N	N	Y
Delete own POs	When this check box is selected, users assigned to the role are able to delete purchase orders that they created.	Y N	N			N	Y	N	N	Y
Update PO liquidated amount	When this check box is selected, users assigned to the role have access to the Chg Liq Amt button in the PO Maintenance program, which is used to change the purchase order liquidation amount in the Liquidated Amt box in the PO Maintenance program.	Y N	N			N	Y	N	N	Y
Approve POs	When this check box is selected, users assigned to the role are able to approve purchase orders.	Y N	N			N	Y	N	N	Y
Restrict to adding POs by department only	When this check box is selected, users assigned to the role are able to add purchase orders by department only.	Y N	Y			N	N	N	N	Y
Modify PO after invoice has been paid	When this check box is selected, users assigned to the role are able to modify a purchase order after the invoice has been paid in PO Receiving File Maintenance.	Y N	N			N	Y	N	N	Y
Restrict to entering POs with contracts	When this check box is selected, users assigned to the role must always enter a contract number on a purchase order.	Y N	Y			N	N	N	N	N
Restrict to creating NY Reqs and POs only	When this check box is selected, users assigned to the role are able to create only next year requisitions and purchase orders.	Y N	Y			N	N	N	N	N
Update 1099, FA codes	When this check box is selected, users assigned to the role are able to update 1099 and FA codes.	Y N	N			Y	Y	N	N	N
Require line item test within groups	When this check box is selected, a line item budget test is required, even if group budget is	Y N	N			N	N	N	N	Y
Manually assign PO numbers during REQ conversion	When this check box is selected, users assigned to the role are able to manually assign purchase order numbers when using the Requisition Conversion to POs program.	Y N	N			N	N	N	N	N
Maintain others' POs	This list indicates if users assigned to the role are able to maintain others' purchase orders. The options are as follows: Yes - This option indicates that users assigned to the role can maintain their own purchase orders as well as purchase orders created by others. Department Only - This option indicates that users assigned to the role can maintain their own purchase orders as well as purchase orders created by others with the same department code. No - This option indicates that users assigned to the role can maintain only their own purchase orders.	N - No D - Department Only Y - Yes	N							
View by department	This list indicates the level of access that user assigned to the role have to view purchase orders in PO Receiving File Maintenance. The options are as follows: No Inquiry Yes	Y - Yes I - Inquiry only N - No	Y							
						I	Y	I	I	Y



				Accounts Payable	Purchasing	Financial View All School or Gov	Treasury	Distributed Financial Management	Accounting
Process transfers for REQs/POs	<p>This list indicates if users assigned to the role can transfer budget funds (that is, create a budget amendment journal or BUA) from one account to another when an allocation line is over budget. If the user enters an account on a requisition or purchase order line and that account is over budget, they can transfer budget funds according to the value of this list.</p> <p>The options are as follows:</p> <ul style="list-style-type: none"> <li>• No - This option indicates that users are not able to process transfers.</li> <li>• Group Only - This option indicates that users are able to process transfers for their group code.</li> <li>• Yes - This option indicates that users are able to process all transfers.</li> </ul>	<p>N - No G - Group only Y - Yes</p>	N	N	Y	N	N	G	Y

## RESULTS OF AUCTION HELD ON OCTOBER 21, 2014

### TOWN OF BERRYVILLE SURPLUS REVENUE

2001 Ford F350 Pickup	\$ 7,500.00
TOTAL	\$ 7,500.00
Town's Share of Expenses	\$ (441.32)
<b>Total due to Town</b>	<b>\$ 7,058.68</b>

Accounts Payable will send the Town a check

### SCHOOL SURPLUS REVENUE

3 Modular Classrooms	\$ 1,000.00
Stools	\$ 130.00
Cabinet	\$ 55.00
Custodial Machines	\$ 452.00
File Cabinets	\$ 142.00
White boards	\$ 60.00
Wood shelving	\$ 70.00
Heater and tanks	\$ 450.00
Food cabinets	\$ 122.00
Other Miscellaneous items	\$ 1,354.50
TOTAL	\$ 3,835.50
School's Share of Expenses	\$ (225.69)
<b>Total due to Schools</b>	<b>\$ 3,609.81</b>

Will be put into account 205-000-189909

### GOV'T SURPLUS REVENUE

Barn/CornCrib/Cinder Blocks	\$ 150.00
Compressor	\$ 400.00
2001 Intrepid	\$ 600.00
1994 Ford Escort	\$ 1,100.00
2001 Ford Taurus	\$ 1,800.00
2004 Ford Explorer	\$ 2,000.00
1998 Jeep	\$ 800.00
Generator	\$ 400.00
John Deere Blade	\$ 105.00
Trac vac	\$ 160.00
Tiller	\$ 65.00
Digger	\$ 160.00
Ladder	\$ 95.00
Other Miscellaneous items	\$ 1,354.50
TOTAL	\$ 9,189.50
Gov't's share of expenses	\$ (540.74)
<b>Total due to Gov't</b>	<b>\$ 8,648.76</b>

Will be put into account 100-000-189908

### SUMMARY OF REVENUE/EXPENSES

TOTAL OF AUCTION	\$ 20,525.00
ADVERTISEMENTS	\$ (592.00)
SELLER'S PREMIUM TO AUCTIONEER	\$ (615.75)
<b>TOTAL PROFIT</b>	<b>\$ 19,317.25</b>

### SHARE OF PROFIT

TOWN	\$ 7,058.68
SCHOOL	\$ 3,609.81
GOV'T	\$ 8,648.76
<b>TOTAL</b>	<b>\$ 19,317.25</b>



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# Accounts Payable

