



**Controller's Office – Travel Department**  
**Meal Per Diem**

**A. In-State/Out of State Meals**

- i. When on travel status, meals will be reimbursed based on time of departure and time of return up to the maximum allowance shown below. Receipts are not required. These rates are applicable to all sources of funds.
- ii. Maximum meal allowances (as of July 1, 2019):

Per Diem Meal Allowance		
Meal	In-State	Out-of-State
Breakfast	\$8.00	\$10.00
Lunch	\$10.00	\$15.00
Dinner	\$17.00	\$25.00
All Meals	\$35.00	\$50.00

\*Rates above apply to trip destination

- iii. Reimbursable meals based on time of departure and arrival:

Day of Departure		Day of Return	
Time of Departure	Meals Reimbursed	Time of Return	Meals Reimbursed
Before 6:30am	All Meals	Before 11:00am	None
6:30am - 11:00am	Lunch & Dinner	11:00am – 1:30pm	Breakfast Only
11:01am - 5:15pm	Dinner Only	1:31pm – 8:30pm	Breakfast & Lunch
After 5:15pm	None	After 8:30pm	All Meals

\*Time should reflect departure and arrival from/to employee's residence or office.

**B. One-day meal reimbursements are prohibited.**

- i. Per Travel Policy, if departing and returning within the same day, no meals reimbursement allowed.
- ii. Meal per diem is only reimbursable when travel includes an overnight stay, and the destination is greater than 50 miles from the employee's office or residence.

**C. Students and Non-Employee meals (i.e. interviewee, consultant, speaker, etc.) are reimbursed at the meal rates as listed in the Meal Allowance Matrix.**

#### D. Foreign Travel - Meals

- i. When traveling outside the United States, Canada, and Puerto Rico, only the maximum daily rate for meals as established by the Federal Government for travel in foreign areas can be claimed. \*\*Reimbursement rates are listed in the M&IE Column. See daily rates:  
[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

#### **Meal Per Diem Examples:**

##### **Example 1: In State Travel Per Diem Example for Two Day Travel**

You are set to embark on a two-day business trip in South Carolina.

- On the first day, you depart at 8:00 am, with a maximum per diem allowance of \$27. This amount covers your lunch, which is \$10, and your dinner, which is \$17.
- On the second and final day of your trip, you return at 9:00 pm. Your maximum per diem allowance increases to \$35. This includes \$8 for breakfast, \$10 for lunch, and \$17 for dinner.

*Total meal reimbursement for this trip is \$62.*

##### **Example 2: Out of State Travel Per Diem for Three Day Travel**

You are scheduled for a three-day business trip outside of South Carolina, traveling within the United States.

- On the first day, you depart at 2:00 pm. For this day, your maximum per diem allowance will be \$25 for dinner.
- The second day of your trip had per diem allowance of \$25. This covers \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Your dinner is provided by the conference or a vendor, so this is deducted and not part of your reimbursement.
- On the third and final day, you return at 2:00 pm. The maximum per diem allowance for this day was \$25, with \$10 allocated for breakfast and \$15 for lunch.

*Total meal reimbursement for this trip is \$75.*

##### **Example 3: Foreign Travel Per Diem for Three Day Travel**

You are preparing for a three-day business trip outside the United States, Puerto Rico, U.S. territories, and Canada. After selecting your destination country and month of travel, note the maximum allowed foreign per diem listed under the M & IE Rate.

- On the first day, you depart at 10:00 am. For this day, your maximum per diem allowance covered lunch and dinner for your travel destination.
- The second day of your trip includes breakfast, lunch, dinner, and incidentals, ensuring you had sufficient funds for all your meals and any additional expenses throughout the day.
- On the third and final day, you return at 10:00 pm. The maximum per diem allowance for this day also covered breakfast, lunch, dinner, and incidentals.

*Reimbursement for foreign incidentals applicable only to days where all 3 meals are reimbursable.*

For example 3, if you are traveling to Cork, Ireland for three days, the M & IE rate on 3/01/2025 is 104. Using the [M&IE breakdown](#), your per diem meal allowance is \$16 for breakfast, \$26 for lunch, and \$41 for dinner & \$21 for incidentals.