



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

**TOPIC: Travel & Moving/Relocation Per Diem Rate Increases—  
Effective: 10/01/2024**

DATE: October 02, 2024

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Sarah Hansen, Accounts Payable & Travel Manager

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Effective October 1, 2024, the CSU & our campus will be applying the released U.S. General Services Administration (GSA) fiscal year 2025 continental United States (CONUS) per diem expense rates.

### **Employee Meal Reimbursement**

- The Meals and Incidental Expenses (M&IE) rates for CONUS have been increased for travel on or after 10/1/2024. Use the [Per Diem lookup tool](#) to find the per diem rate for any US travel destination, excluding Alaska, Hawaii, and US territories.

#### **M&IE breakdowns for continental U.S. (CONUS)**

M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$68	\$16	\$19	\$28	\$5	\$51.00
\$74	\$18	\$20	\$31	\$5	\$55.50
\$80	\$20	\$22	\$33	\$5	\$60.00
\$86	\$22	\$23	\$36	\$5	\$64.50
\$92	\$23	\$26	\$38	\$5	\$69.00

### **Non-employee Meal Reimbursement**

- The flat rate for M&IE per diem for travel on or after 10/1/24 will **increase** from \$59 to **\$68 per day**.

### **Contact Information:**

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, [travel@csus.edu](mailto:travel@csus.edu), ext. 86476.