

## Cities not listed – Per Diem Rates

If the cities to be visited are not listed on the Per Diem Rate page, you will go to [www.gsa.gov](http://www.gsa.gov) to find the rates.

1. Select the menu option for TRAVEL
2. Select the state you will be visiting and the city and hit next
3. Select “look up rates by fiscal year”
4. Make sure the fiscal year listed is 2019 and hit Go
5. The last section will be M&IE (meals & incidental expenses) the District does not pay the \$5 for incidental expenses.
6. Take note of the dollar amount (ex: \$71)
7. Note the breakdown for breakfast, lunch, and dinner.

Keep in mind that the total amount for breakfast, lunch, and dinner will NOT equal whatever dollar amount was given. ***It will be \$5 short (incidentals), which the District does not pay.***