

PER DIEM RATES FOR WASHINGTON STATE TRAVEL

General Services Administration (GSA) per diem for meals and incidental expenses for travel within the state of Washington have changed. To calculate the appropriate reimbursement amount, please use the chart below.

For per diem meal and incidental rates in other states or countries please click on the link below:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC.

Incidental rates shall be included **when in overnight travel status**. Incidental expenses are defined as:

- fees and tips for porters, baggage carriers, bellhops, hotel maids or flight attendants; and
- mailing costs associated with travel.

For additional travel information, please contact:

	Mikki Qualheim	Travelers A-I	571-1195
	Jane Craypo	Travelers J-M and U-Z	571-1488
	Dee Kirkevold	Travelers N-T	571-1030

County	Other Counties Not Listed	Grays Harbor	Clark	Pierce Snohomish Spokane Thurston	Kitsap Portland, OR	King
Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00
Dinner	\$23.00	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
Total Per Diem Meals	\$41.00	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00
Incidentals	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Total Per Diem Meals Plus Incidentals	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	\$71.00

NOTE: Per diem for meals offered as part of a conference will **NOT** be reimbursed.

Out-of-State Per Diem	Late departures will be pro-rated as follows:	
		Breakfast 20%
		Lunch 29%
		Dinner <u>51%</u>
		100%