

Montgomery County has updated the Administrative Procedure for Non-Local Travel. An updated MCFRS policy will be forthcoming, however, in the interim the information below is provided in order to ensure the appropriate information is provided to those who travel on MCFRS business. This information will also be placed on QuickLinks under Administrative Services for your use.

Montgomery County Government has changed the method of calculating Per Diem when individuals travel on County business. The old \$35.00 per day is no longer in use. The new system utilizes the General Services Administration schedule to calculate the rates. At first glance, it appears to be complex; however, if you read the information below I believe it will be self-explanatory.

The below information is only for per diem, and does not cover lodging.

Meal and Incidental Expense Reimbursement Rate

Employees on non-local travel are entitled to a per diem rate to cover the costs of meals and incidental based on GSA M&IE reimbursement rates located at www.gsa.gov/perdiem. Separate rates are established for specific locations in the continental United States (CONUS). On the day of travel departure and return (i.e. first and last day), an employee is entitled to a percentage of the standard M&IE rate based on the GSA rates. The M&IE reimbursement rate is to be supported by a conference or meeting agenda or other similar documentation, which shows date of the business meeting/conference and whether any meals were provided as part of the event.

For cities in the continental United States, select the appropriate state from the map of the continental United States on the GSA website to find the associated M&IE reimbursement rate, including travel departure and return day rates.

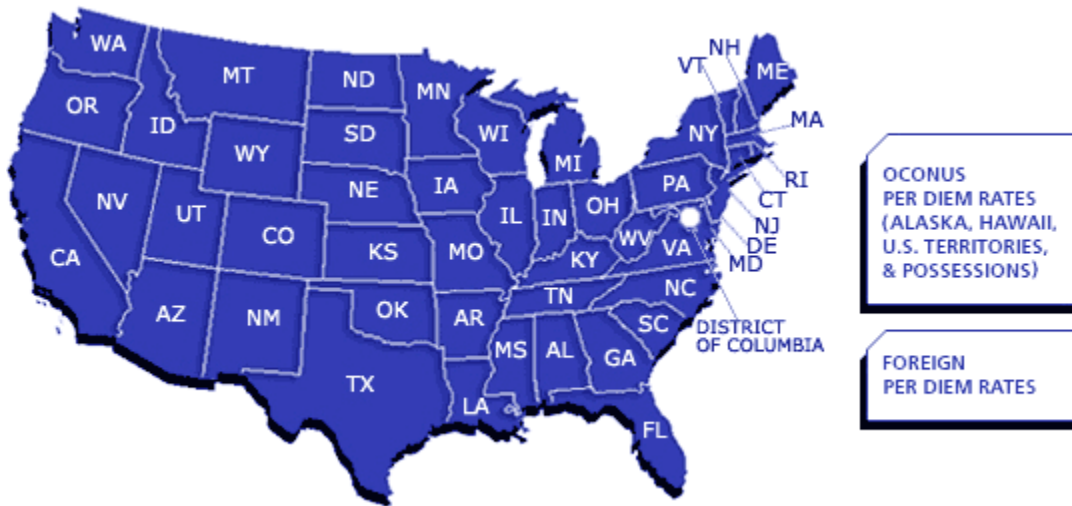
When any meal (breakfast, lunch or dinner) is included as part of the conference fee, or otherwise provided at no cost to the employee, it is not reimbursable. The portion of the M&IE reimbursement rate relating that meal, which can be found at www.gsa.gov/mie, must be subtracted from the day's per diem.

Tips and gratuities are reimbursed as part of the M&IE reimbursement rate and are not added to the per diem rate.

Example:

An individual is traveling on MCFRS business to Houston, Texas for a two-day conference. They leave at 0900 on Monday and land in Houston at 1300. They spend three nights in Houston and then return on Thursday at 0900. To calculate their per diem they do the following:

Go to the GSA per diem website and select Texas on the map.



	County	Per Diem	First/ Last Day
Galveston (June 1 - July 31)	Galveston	120	49 169 36.75
Galveston (August 1 - September 30)	Galveston	95	49 144 36.75
Houston (L.B. Johnson Space Center)	Montgomery, Fort Bend and Harris	102	59 161 44.25
Hunt County	Hunt County	71	39 110 29.25

You can see that the per diem rate for Houston is \$59 dollars per day. Remember you are not paid full per diem for the first day, only seventy-five percent of the daily per diem, or \$44.25. For Tuesday and Wednesday, you will receive \$59.00 each day. On Thursday when you fly home, you will again receive seventy-five percent of the per diem or another \$44.25. Your total per diem for the trip will be \$206.50.

If you travel to an area that is not specifically named in the GSA chart, by either city or county, you must use a standard rate of \$39.00 for per diem. Check the chart carefully to make sure you use the proper rate.

When completing your Travel Expense Voucher, please do so carefully as the review of these documents is time consuming and if there are errors, it may delay you receiving any funds due.