

## PER DIEM

	DOMESTIC TRAVEL	FOREIGN TRAVEL
<u>Fund</u>	<u>Rates (M &amp; IE)</u>	<u>Rates (M &amp; IE)</u>
100	State of RI <sup>1</sup>	US DOS <sup>3</sup>
110 & 500	GSA <sup>2</sup>	US DOS <sup>3</sup>
401	State of RI <sup>1</sup> or Receipts	US DOS <sup>3</sup> or Receipts
All Other	State of RI <sup>1</sup>	US DOS <sup>3</sup>

### FINDING THE APPROPRIATE RATE

<sup>1</sup> The State of Rhode Island sets a flat rate each year. You can find the current rate on the URI Office of Strategic Procurement's [Travel page](#)

<sup>2</sup> The U.S. General Services Administration (GSA) rates are determined by destination city. You can find destination rates on the [GSA website](#)

<sup>3</sup> The U.S. Department of State (US DOS) rates are determined by destination country & city. You can find destination rates on the [US DOS website](#)

### Claiming Per Diem for the First and Last Days of Travel

Based on departure and return times - 100% of rate may be claimed if departing before or arriving after listed times.

State of RI		Federal (GSA and US DOS)	
<u>First Day: Depart</u>	<u>Claim</u>	<u>First Day: Depart</u>	<u>Claim</u>
After 12:00 pm	50% of rate	After 8:00 am	75% of rate
<u>Last Day: Return</u>	<u>Claim</u>	<u>Last Day: Return</u>	<u>Claim</u>
Before 12:00 pm	50% of rate	Before 5:00 pm	75% of rate