

## 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	US DOS <sup>3</sup> or
All Other	Receipts	Receipts
	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 <sup>on</sup> the URI Office of the Controller'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)

State of Rhode		Federal (GSA and US DOS)	
<u>Day 1: Depart</u>	<u>Claim</u>	<u>Day 1: Depart</u>	<u>Claim</u>
Before 12:00	100% of rate	Before 8:00	100% of rate
<u>Last Day: Return</u>	<u>Claim</u>	<u>Last Day: Return</u>	<u>Claim</u>
Before 12:00	50% of rate	Before 5:00	75% of rate