

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

Vol. E, No. 123

September 22, 2016

Lodging and M&IE Rate Changes

Effective October 1, 2016, default CONUS (Continental United States) lodging and M&IE rates have been updated by the US GSA (General Services Administration). As a result, university travel lodging and M&IE rates will be adjusted in accordance with policy.

The standard lodging rate increased from \$89.00 to \$91.00. The standard M&IE rate is \$51.00 (no change). All six tiers for M&IE rates stayed the same for FY17.

The following localities will move to the standard rates for lodging and M&IE:

| Destination/State |
|--------------------------------------|
| Lexington Park/Leonardtown/Lusby, MD |
| New Bern, NC |
| Minot, ND |

Please note there are now seasonal lodging rates for Blacksburg and Richmond City.

| Destination/State | Season | Lodging Rate |
|-------------------|----------------|--------------|
| Blacksburg, VA | Oct 1 – Jun 30 | \$101 |
| Blacksburg, VA | Jul 1 – Sep 30 | \$119 |
| Richmond City, VA | Oct 1 – Oct 31 | \$143 |
| Richmond City, VA | Nov 1 – Aug 31 | \$132 |
| Richmond City, VA | Sep 1 – Sep 30 | \$143 |

For additional details, visit <http://www.gsa.gov/portal/content/142071>

CONUS rates will be updated on the Controller's Office website at procedure 20335r (<http://www.co.vt.edu/Procedures/p20335r.html>) by October 1, 2016.

If you have created Travel Authorizations in the Banner Travel & Expense Management (TEM) system prior to October 1, 2016, for travel that will occur after October 1, 2016, be sure to use the recalculate per diem function in the TEM system when you generate your expense report to obtain the new rates effective October 1, 2016.

If you have any questions regarding these matters, please contact Lynn Meadows at 231-8551 (dlynnm06@vt.edu).