

Alaska, Hawaii, & U. S. Territories (i.e., Puerto Rico, U. S. Virgin Islands, American Samoa, Guam, and Saipan)

The meals and incidental expenses (M&IE) rates will be as follows:

- **Breakfast - \$17**
- **Lunch - \$18**
- **Dinner - \$34**
- **Incidentals - \$5**

- ❖ Meals and incidental expenses (M&IE) are inclusive of taxes and tips, receipts not required.
- ❖ Incidental expenses (IE) include tips for valets, porters, baggage carriers, hotel staff, and complimentary shuttle services.
- ❖ First and last day meal rates are limited to 75% of the daily M&IE rates for the travel destination. Note: Departure/Arrival time of travel is no longer applicable, except for student group trips.
- ❖ If a third-party meal (i.e., conference meal), the respective meal rate for the meal must be subtracted from the daily M&IE rate.
- ❖ Student group trips, including athletics, are eligible for the full M&IE rate when travel begins at/or before 8 a.m. on the first day of travel or extends to/or beyond 8 p.m. on the last day of travel.

The lodging rate will be **\$175** and does not include taxes/fees.

- ❖ An itemized paid hotel folio is required. A hotel reservation confirmation is not a receipt.

There is no change for conference lodging. The conference documentation that includes the hotel/lodging rate and conference agenda/schedule must be provided.