

STEP-BY-STEP GUIDE TO SUBMIT INTERNATIONAL MEAL REIMBURSEMENT

Purpose: This job aid has been designed to help you successfully create an expense report for the reimbursement of international meals

We hope you had an enjoyable and successful trip! Now it is time to do your expense report for your international meal reimbursement. This job aid is intended to assist you in the process. Please be sure to complete your expense report in a timely manner. Any expense report for reimbursement that is not fully approved and paid within 60 days of an expense being incurred will be reported as income and taxed accordingly. Also, keep in mind that any meals that were provided to you at no cost cannot be claimed for reimbursement. Any meals taking place in the U.S. during your travels should follow the state rates of \$6 for breakfast, \$11 for lunch, and \$19 for dinner. In order to claim breakfast, travel has to have started by 6am and extended past 8am. In order to claim lunch, travel has to have started by 12pm and extended past 2pm. In order to claim dinner, travel has to have started by 6pm and extended past 8pm.

Step 1: Select the Country

Go to the website https://aoprals.state.gov/web920/per_diem.asp and once there, select the country of travel and click “go”.



U.S. DEPARTMENT OF STATE
DIPLOMACY IN ACTION

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Select by Location
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**Foreign Per Diem Rates by Location
DSSR 925**

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

Country: Go



Step 2: Find M&IE Rate

Select the month during which travel (or the majority of the trip) occurred and click “Go”.

Office of Allowances

Select by Location
Select by Allowance Type
Printer Friendly

Foreign Per Diem Rates In U.S. Dollars DSSR 925

Country: BRAZIL
Publication Date: 04/01/2018

Previous Rates: 04/01/2018 ▼ Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
BRAZIL	Belem	01/01	12/31	128	76	204	N/A	12/01/2017
BRAZIL	Belo Horizonte	01/01	12/31	117	68	185	N/A	12/01/2017
BRAZIL	Brasilia	01/01	12/31	227	123	350	N/A	04/01/2018

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
BRAZIL	Belem	01/01	12/31	116	69	185	N/A	06/01/2018
BRAZIL	Belo Horizonte	01/01	12/31	105	62	167	N/A	06/01/2018
BRAZIL	Brasilia	01/01	12/31	219	120	339	N/A	06/01/2018
BRAZIL	Fortaleza	01/01	12/31	210	114	324	N/A	06/01/2013
BRAZIL	Foz do Iguaçu	01/01	12/31	105	87	192	N/A	06/01/2018
BRAZIL	Goiânia	01/01	12/31	194	131	325	N/A	05/01/2012
BRAZIL	Manaus	01/01	12/31	117	95	212	N/A	06/01/2018
BRAZIL	Natal	01/01	12/31	199	95	294	N/A	11/01/2010
BRAZIL	Other	01/01	12/31	177	130	307	N/A	05/01/2012
BRAZIL	Porto Alegre	01/01	12/31	144	102	246	N/A	03/01/2016
BRAZIL	Porto Velho	01/01	12/31	97	53	150	N/A	06/01/2018
BRAZIL	Recife, Pernambuco	01/01	12/31	199	93	292	N/A	11/01/2010
BRAZIL	Rio de Janeiro	01/01	12/31	361	157	518	N/A	12/01/2013
BRAZIL	Salvador da Bahia	01/01	12/31	201	121	322	N/A	12/01/2013
BRAZIL	Sao Paulo	01/01	12/31	282	94	376	View	02/01/2016



Look at the value in the M&IE rate for the city or cities wherein the meals took place. Attach a snip of this so the M&IE rate is apparent.

Example:

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
BRAZIL	Sao Paulo	01/01	12/31	282	94	376	View	02/01/2016

Step 3: Find Breakdown of Meals

Go to Appendix B at the website

https://aoprals.state.gov/content.asp?content_id=114&menu_id=75 and locate the corresponding M&IE rate(s) from step 2 and attach a snip to the expense report giving the breakdown of the breakfast, lunch, and dinner rates.

Office of Allowances

Example:

Appendix B
Chapter 301-Federal Travel Regulation
Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	0	0	0	1
\$2	0	0	1	1
\$3	0	1	1	1
\$4	1	1	1	1
\$5	1	1	2	1
\$6	1	2	2	1
\$7	1	2	3	1
\$8	1	2	3	2
\$9	1	2	4	2

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$94	14	24	37	19



Step 4: Create Expense Report

When you are ready to initiate your expense report, go to the “Create Expense Report” task. The spend authorization must be approved prior to any expenses for the trip being incurred, so you should be able to pull your spend authorization in (see “create new expense report from spend authorization”). This is required.

Create Expense Report

▼ Expense Report Information

Expense Report For	* Employee: Emily Tidwell
Creation Options	☐ Create New Expense Report ☐ Copy Previous Expense Report ☒ Create New Expense Report from Spend Authorization
	× 08/01/2019 International Meal Example 375.00 USD
Final Expense Report for Spend Authorization	☐
Memo	International Meal Example
Company	* Florida Polytechnic University
Expense Report Date	* 08/28/2019
Business Purpose	× International

OK

Cancel

If the expense report will be the final expense report for the trip, please click the “final expense report for spend authorization” box to close out the spend authorization. Click “OK” when ready to continue.

The business purpose will be “international” and the memo field in the upper right of the expense report should include an explanation of the benefit the trip provided to the University. Also, use a quantity of “1” and put the entire amount being requested for reimbursement as your per unit amount. The memo line of the expense line is a good place to state the departure and return date and time.



Please see the snip below for additional information for completing the Per Diem – International Meals expense line.

Header Attachments **Expense Lines**

Add

1 item

Expense Line
Last day meal is being claimed v

Date * 08/06/2019

Expense Item * X Per Diem - International Meals

Quantity * 1

Per Unit Amount * 375.00

Total Amount * 375.00

Currency * USD

Memo

Instructions
Please use this job aid for assistance in completion of your request for the international meal reimbursement : [How to Submit International Meal Reimbursement](#)

Itemization
Remaining Amount to Itemize 375.00/375.00 USD

Add 0 items

Step 5: Itemize Meals

You will need to provide a breakdown using the meal amounts from step 3 showing which meals are being reimbursed. There are various ways you can do this. One way you can itemize for each day is by clicking the “Add” button under “Itemization” in the upper right of the expense line. Click “Done” once you’ve itemized for each day.

Example:

Instructions

Please use this job aid for assistance in completion of your request for the international meal reimbursement : [How to Submit International Meal Reimbursement](#)

Itemization

Remaining Amount to Itemize 375.00/375.00 USD

Add

0 items

Remaining 300.00/375.00 USD

Date * 08/01/2019

Expense Item * X Per Diem - International Meals

Quantity * 1

Per Unit Amount * 75.00

Total Amount * 75.00

Memo B, L, D - Sao Paulo

*Cost Center

Self-Balancing Custom Org

Cost Center Programs

Grant

Project

*Fund

Program

CIP Code

Location

Gift

Done



If preferred, you can provide the same information in an Excel sheet, Word document, etc., so long as the details are clear and complete.

Example:

Office of Allowances

Appendix B

Chapter 301-Federal Travel Regulation

Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M & IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$94	14	24	37	19

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Office of Allowances

Foreign Per Diem Rates in U.S. Dollars

Country: BRAZIL
 Publication Date: 04/01/2018

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BRAZIL	Fortaleza	01/01	12/31	210	114	324	N/A	06/01/2013
BRAZIL	Foz de Iguaçu	01/01	12/31	116	97	213	N/A	12/01/2017
BRAZIL	Goiânia	01/01	12/31	194	135	329	N/A	05/01/2012
BRAZIL	Manaus	01/01	12/31	155	88	243	N/A	03/01/2010
BRAZIL	Natal	01/01	12/31	199	95	294	N/A	11/01/2010
BRAZIL	Other	01/01	12/31	177	130	307	N/A	05/01/2012
BRAZIL	Recife	01/01	12/31	144	102	246	N/A	03/01/2016
BRAZIL	Rio de Janeiro	01/01	12/31	108	59	166	N/A	12/01/2017
BRAZIL	Recife, Pernambuco	01/01	12/31	199	93	292	N/A	11/01/2010
BRAZIL	Rio de Janeiro	01/01	12/31	261	157	518	N/A	12/01/2013
BRAZIL	Salvador de Bahia	01/01	12/31	201	121	322	N/A	12/01/2013
BRAZIL	Sao Paulo	01/01	12/31	282	94	376	View	02/01/2016

Arrival back in Orlando, FL,

11pm---4/6/2018

\$1,032.00

In summary, we need to know which meals are being claimed for which days and locations. Please attach an agenda/schedule, if available. It is also helpful to attach receipts for the flights to verify leave and return times. Once all the information and backup documentation has been provided, submit your expense report.

Should you need additional information or if you have any questions, you may email accountspayable@floridapoly.edu or call 863-874-8673.