**Method I Meal Reimbursement Rates**

**Per Travel Policy #810**

**Unreceipted Per Diem Rates:**

This flat rate per diem allowance for meal, lodging and incidentals may be used regardless of where lodging was obtained, even if traveler stays with a relative or friend. No receipts are required. To receive the full per diem the traveler must be in overnight travel status and be eligible for both breakfast and dinner.

**Reimbursement for meals, lodging, and incidental expenses on a per diem basis as follows:**

 **Location Per Diem**

New York City and Nassau, Suffolk, Rockland, and Westchester Counties $50.00

Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse, and their

respective surrounding metropolitan areas $40.00

All other locations in New York State $35.00

Out of State $50.00

**Reimbursement for unreceipted meal allowances for day trips is as follows:**

 **Meal** **Allowance**

 Breakfast $ 5.00

 Dinner $12.00