Lodging and Per Diem for Travel after 2/1/24

For Travel starting on or after February 1, 2024, the per diem allowances for the State of Illinois will experience a substantial increase.

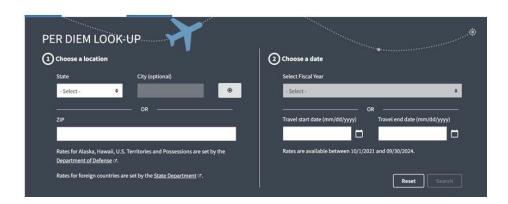
The State of Illinois will now be utilizing the Federal General Services Administration (GSA) rate table (https://www.gsa.gov/travel) allowing for flexible rates determined by the city and state of travel, providing you with even more accurate travel reimbursements.

What does this mean for you or your traveler?

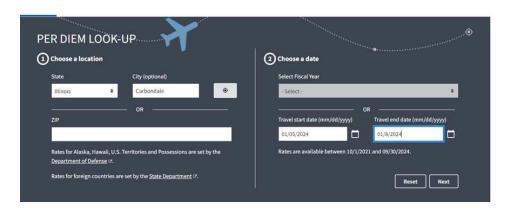
Any travel voucher (FOR TRAVEL AFTER FEB 1st, 2024) sent to AP for reimbursement that includes <u>lodging and/or meal per diem</u> MUST have a printout from the above link attached. This will allow for the most accurate reimbursement possible.

Departmental Steps:

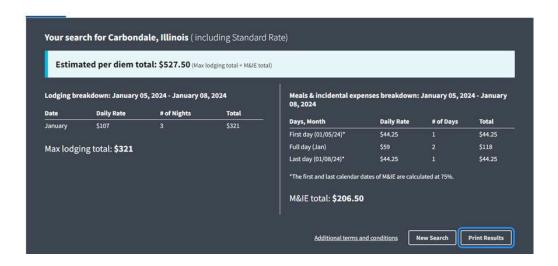
Traveler (or person filling out Travel Voucher) goes to https://www.gsa.gov/travel for the
PER DIEM LOOK-UP



- Enter the City/State or the Zip Code for your travel and the Travel start and end dates for which you are traveling and click Next.
- Please do NOT select Fiscal Year (the Fed gov't differs from ours)



This summary screen will come up. Click on Print Results



• Include this printout with your travel voucher



- Please remember that accurate dates of travel are crucial for correct reimbursements and avoiding delays in processing!
 - Travel Vouchers will be returned to the department if this information is not included or is incorrect.
- For those instances where some meals are provided, the vouchers will be adjusted accordingly based on the graph located here: https://www.gsa.gov/mie
- Contact: If you have questions, please contact Accounts Payable at ap@lists.siue.edu