



Effective January 2022, the University now provides an option for travelers on overnight, out-of-state trips to claim a higher daily meal allowance (maximum of actual costs) based on the Federal CONUS rates. These higher rates, UMS Federal Rate Meals, are location-based and follow the rates provided on the U.S. General Services Administration's [website](#).

To be eligible to receive Federal Rate Meals, you must have an approved Travel Request prior to the start of travel.

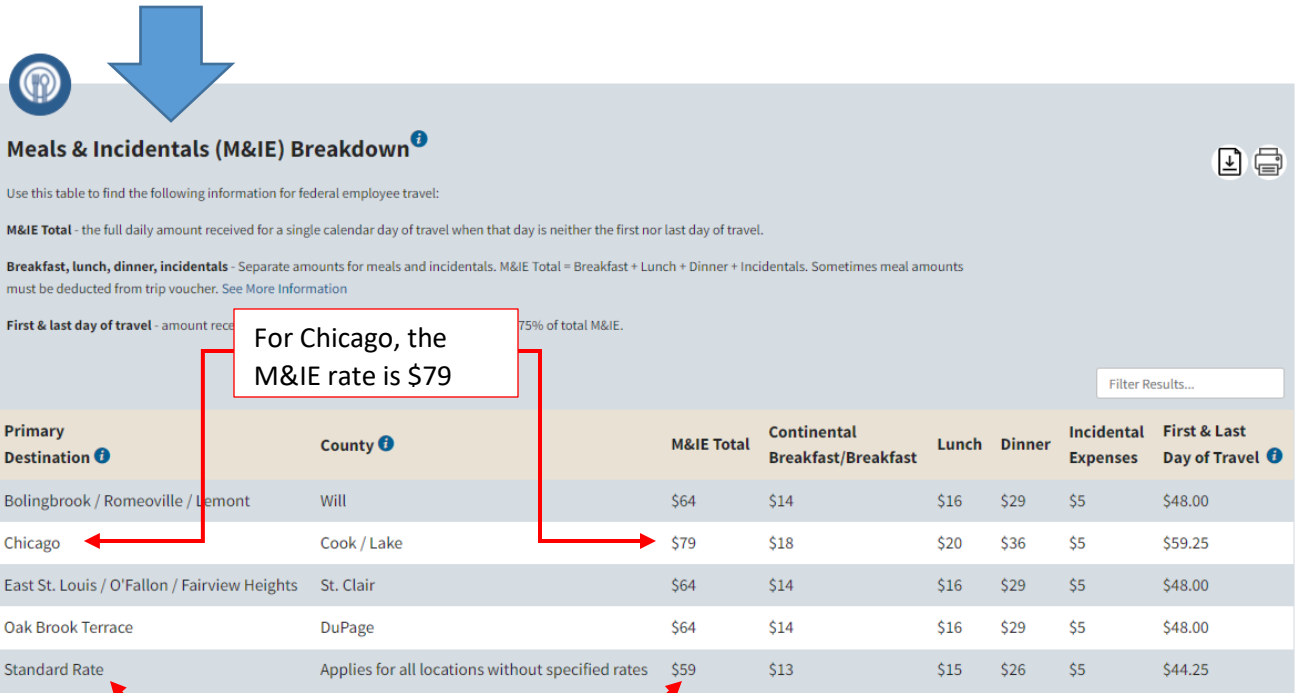
Standard Travel Meal Expenses and the new Federal Rate Meals cannot be mixed on a given Travel Request/Expense Report.

Prior to the start of your travel (be sure to leave plenty of time):

1. Download the Federal Rate Meals Approval & Allowance Worksheet from <https://mycampus.maine.edu/group/mycampus/travel>

(Or navigate there through your mycampus portal: UMS Quick Links > Strategic Procurement > UMS Travel)

2. *Fill in the fields in Section 1: Travel Overview*
 - a. Name
 - b. Location – this is the main destination for your trip, as determined by the location of your overnight stay.
**If your trip has multiple out-of-state destinations, fill out one form per out-of-state destination. Contact Procurement Services for assistance.*
 - c. Start Date of travel and End Date of travel
 - d. GSA M&IE rate – this is the Federal GSA rate that the University's rate is based on. Visit the U.S. General Services Administration [website](#) to find the appropriate rate:
 - i. The GSA website provides three options to find meal rates; use any of the following: the "per diem" tool, search by city/state/zip, or the map tool to find the location of your travel
 - ii. For Federal Rate Meal purposes the fiscal year begins on October 1 and ends on September 30. FY2022 began 10/1/21.
 - iii. Scroll to the Meals & Incidentals (M&IE) Breakdown section and find your location. The GSA website often provides one rate for an entire county, so you may want to know which county your destination resides in.
 1. Note the M&IE total and select the same amount in the worksheet.
 2. Use the Standard Rate if your location is not listed as a Primary Destination or County.



Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See [More Information](#)

First & last day of travel - amount received for the first and last day of travel (75% of total M&IE).

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Bolingbrook / Romeoville / Lemont	Will	\$64	\$14	\$16	\$29	\$5	\$48.00
Chicago	Cook / Lake	\$79	\$18	\$20	\$36	\$5	\$59.25
East St. Louis / O'Fallon / Fairview Heights	St. Clair	\$64	\$14	\$16	\$29	\$5	\$48.00
Oak Brook Terrace	DuPage	\$64	\$14	\$16	\$29	\$5	\$48.00
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

- e. Note: the UMS Federal Meal Rate will calculate automatically based on the information entered in the GSA M&IE Rate.
- f. If you feel any additional information is needed for context, please enter it in the "Comments" box.

Name:	William Never	Comments:
Location:	Chicago, IL	Sample trip to Chicago, IL 1/11/22-1/15/22.
Start Date:	1/11/2022	
End Date:	1/15/2022	
GSA M&IE Rate:	\$ 79.00	
UMS Federal Meal Rate:	\$ 74.00	


The UMS Federal Meal Rate calculates based on the GSA M&IE rate

Select the M&IE amount from the GSA website

3. Fill in the fields in Section 2: Daily Meal Maximums


Your UMS Federal Meal Rate daily maximum may need to be adjusted based on a number of factors. This section will help you calculate that. Fill in the following with the information you have prior to your trip – it can be adjusted later.

- a. In the “Enter Dates” column, enter the dates consecutively for each day of your trip



Select "Y" if applicable:							
Enter Dates:	In-State	First Day	Last Day	Breakfast Provided	Lunch Provided	Dinner Provided	Daily Maximum
1/11/2022							\$ 74.00
1/12/2022							\$ 74.00
1/13/2022							\$ 74.00
1/14/2022							\$ 74.00
1/15/2022							\$ 74.00
							\$ -
							\$ -

- b. Sometimes a trip will have both in-state and out-of-state overnight stays. In the “In-State” column, select “Y” for any nights where this may be applicable.



Select "Y" if applicable:							
Enter Dates:	In-State	First Day	Last Day	Breakfast Provided	Lunch Provided	Dinner Provided	Daily Maximum
1/11/2022	Y						\$ 50.00
1/12/2022							\$ 74.00
1/13/2022							\$ 74.00
1/14/2022							\$ 74.00
1/15/2022							\$ 74.00
							\$ -
							\$ -

- c. The first day and last day of a trip are reimbursable at 75% of the base rate. Select “Y” in the appropriate row for “First Day” and “Last Day”

Select "Y" if applicable:							
Enter Dates:	In-State	First Day	Last Day	Breakfast Provided	Lunch Provided	Dinner Provided	Daily Maximum
1/11/2022		Y					\$ 55.50
1/12/2022							\$ 74.00
1/13/2022							\$ 74.00
1/14/2022							\$ 74.00
1/15/2022			Y				\$ 55.50
							\$ -

- d. Meal allowances are reduced when your meals are provided to you, at a conference for example. Select “Y” in the “Breakfast Provided,” “Lunch Provided,” and/or “Dinner Provided” columns as appropriate, for the corresponding dates.

Select “Y” for any provided meals

Select "Y" if applicable:							
Enter Dates:	In-State	First Day	Last Day	Breakfast Provided	Lunch Provided	Dinner Provided	Daily Maximum
1/11/2022							\$ 74.00
1/12/2022				Y	Y		\$ 36.00
1/13/2022				Y			\$ 56.00
1/14/2022				Y			\$ 56.00
1/15/2022							\$ 74.00
							\$ -

(See the “Daily Maximum Reduction for Provided Meals” table at the end of this document for specific amounts.)

- e. The “Daily Maximum” amounts calculate based on your input, and provide you with a daily estimate to help guide you during your trip

Select "Y" if applicable:							
Enter Dates:	In-State	First Day	Last Day	Breakfast Provided	Lunch Provided	Dinner Provided	Daily Maximum
1/11/2022	Y	Y					\$ 50.00
1/12/2022				Y	Y		\$ 36.00
1/13/2022				Y			\$ 56.00
1/14/2022							\$ 74.00
1/15/2022			Y				\$ 55.50
							\$ -

- Once your worksheet is filled out, save an Excel copy so you can access/update it when it is time to complete your Expense Report. Also save a copy as a PDF to attach to your Travel Request.
- Complete a Travel Request as your normally would, with a few adjustments:
 - When adding your estimated expenses, include “Federal Rate Meals” as an expense item. You can either add each day individually or add one line with an estimate for the entire trip. The total should generally match the worksheet total.

Expense Type: Transaction Date: Description:

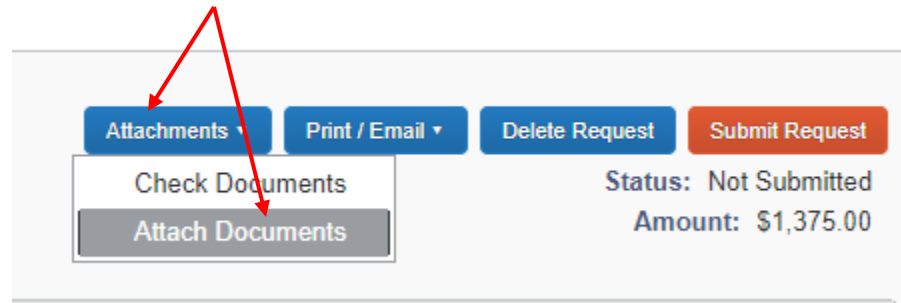
Travel Type: Transaction Amount: Comment:

Include estimated meal expense using the Federal Rate Meal expense type on your Travel request

+ New Expense Delete

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	01/11/2022	Airfare	\$350.00	\$350.00
<input type="checkbox"/>	01/15/2022	Hotel - Individual	\$500.00	\$500.00
<input type="checkbox"/>	01/11/2022	Conference Registration Fees	\$250.00	\$250.00
<input checked="" type="checkbox"/>	01/11/2022	Federal Rate Meal	\$275.00	\$275.00

- b. Use the “Attachments” option to attach the PDF version of your Federal Rate Meals Approval & Allowance Worksheet



A screenshot of a software interface showing a menu of actions. The 'Attachments' button is highlighted with a red arrow pointing to a dropdown menu. The dropdown menu contains two options: 'Check Documents' and 'Attach Documents'. To the right of the menu, the status is 'Status: Not Submitted' and the amount is 'Amount: \$1,375.00'. Other buttons visible include 'Print / Email', 'Delete Request', and 'Submit Request'.

- c. Please note that your request cannot be denied based solely on the meal reimbursement method you have chosen, though your request will be audited. As part of the audit process, your approved UMS Federal Meal Rate will be entered in your Travel Request header:



A screenshot of the Travel Request header form. It includes several fields: 'Fund' with a dropdown menu showing '(00) Unrestricted E&G', 'Operating Unit' with a dropdown menu showing '(820) Allocated University Services', 'Main Destination City' with a text box containing 'Chicago, Illinois', and 'Fed Meal Allowance (Admin Use Only)' with an empty text box. A red arrow points from a text box below to the 'Fed Meal Allowance' field.

This field will be filled in as part of the approval process

After your travel is completed, complete an Expense Report as normal, with a few adjustments related specifically to your Federal Rate Meals. To expense your Federal Rate Meals:

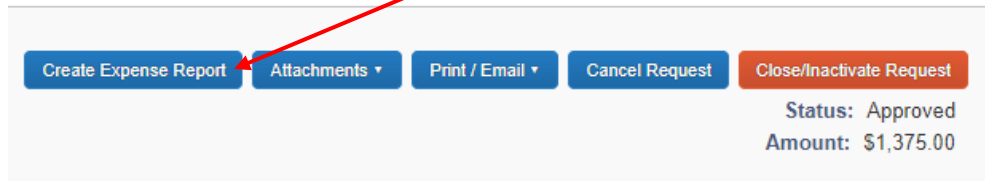
1. Reference the Federal Rate Meals Approval & Allowance Worksheet that you completed and saved prior to your trip. Review your entries in Section 1 and Section 2 and make any adjustments if necessary (only adjust the worksheet, adjustments to your Travel Request are not necessary). Save as a PDF.

For example, if you did not initially know breakfast would be provided at your conference on 1/14/22, you can make that change now.

Select "Y" if applicable:							
Enter Dates:	In-State	First Day	Last Day	Breakfast Provided	Lunch Provided	Dinner Provided	Daily Maximum
1/11/2022	Y	Y					\$ 50.00
1/12/2022				Y	Y		\$ 36.00
1/13/2022				Y			\$ 56.00
1/14/2022							\$ 74.00
1/15/2022			Y				\$ 55.50
							\$ -

Select "Y" if applicable:							
Enter Dates:	In-State	First Day	Last Day	Breakfast Provided	Lunch Provided	Dinner Provided	Daily Maximum
1/11/2022	Y	Y					\$ 50.00
1/12/2022				Y	Y		\$ 36.00
1/13/2022				Y			\$ 56.00
1/14/2022				Y			\$ 56.00
1/15/2022			Y				\$ 55.50
							\$ -

- If you have not already done so, use your approved Travel Request to create your Expense Report. Open your Travel Request and select "Create Expense Report."



Note that the approved "Fed Meal Allowance" has transferred over from your Travel Request. This amount should match the "UMS Federal Meal Rate" from your worksheet and cannot be changed on the Expense Report.

Name:	William Never
Location:	Chicago, IL
Start Date:	1/11/2022
End Date:	1/15/2022
GSA M&IE Rate:	\$ 79.00
UMS Federal Meal Rate:	\$ 74.00

The UMS Federal Meal Rate from your worksheet will match the Fed Meal Allowance field on your Travel Request and transfer over to your Expense Report.

Travel Request header:

Project

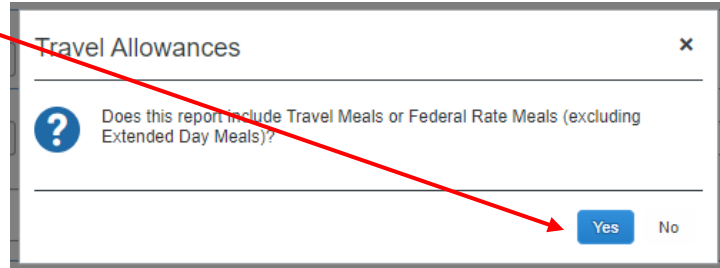
Fed Meal Allowance (Admin Use Only)

\$74.00

Expense Report header:

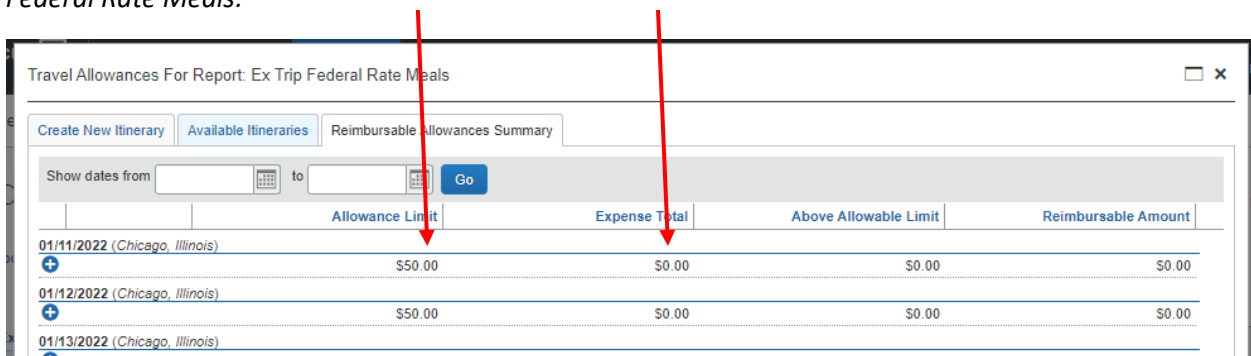
*Class	Comment
Fed Meal Allowance (Admin Use Only)	<input type="checkbox"/> Manage
74.00	<input type="checkbox"/> Delegate

- The Travel Allowances window will pop up when you save the Expense Report header. Select “Yes” to create your itinerary.



Tip: Visit Strategic Procurement’s training webpage if you need assistance with how to create a Travel Itinerary.

Note: Your Reimbursable Allowances Summary will show the standard out-of-state maximum of \$50 per day and no expenses will count against it, but it is a required part of an expense report containing Federal Rate Meals:



	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
01/11/2022 (Chicago, Illinois)	\$50.00	\$0.00	\$0.00	\$0.00
01/12/2022 (Chicago, Illinois)	\$50.00	\$0.00	\$0.00	\$0.00
01/13/2022 (Chicago, Illinois)	\$50.00	\$0.00	\$0.00	\$0.00

4. Import your travel card expenses or add cash expenses manually to enter your meal expenses on your Expense Report. Receipts are not required by Procurement, though your campus or your department may require them.
 - a. Use the Federal Rate Meal expense type (under “4 – Food & Entertainment”)

Import or add your meal expenses using the “Federal Rate Meal” expense type.

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	01/11/2019	Federal Rate Meal ABC Foods, Portland, Maine	\$35.00	\$35.00
<input type="checkbox"/>	01/12/2019	Federal Rate Meal Yummy Restaurant, Chicago, Illi	\$40.00	\$40.00
<input type="checkbox"/>	01/13/2019	Federal Rate Meal Caterers, Chicago, Illinois	\$94.66	\$94.66
<input type="checkbox"/>	01/14/2019	Federal Rate Meal Fast Food Restaurants, Chicago	\$65.81	\$65.81
<input type="checkbox"/>	01/14/2019	Federal Rate Meal XYZ Grocery, Chicago, Illinois	\$5.00	\$5.00
<input type="checkbox"/>	01/15/2019	Federal Rate Meal Discount Stores, Chicago, Illinois	\$72.46	\$72.46

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense name in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Federal Rate Meal
- Groceries/Bulk
- Tolls
- Airfare

All Expense Types

- 1 - Air Travel
 - Airfare
 - Airline Fees
- 2 - Lodging
 - Hotel - Advance Deposit
- ...4 - Food & Entertainment
 - Catering & Group Meals
 - Entertainment
 - Extended Day Meal
 - Federal Rate Meal**

5. Once your meals have been entered, use the “Daily Maximum” from your updated worksheet to adjust any amounts that are over the maximum for a given date.

- a. Click on the “Date” column to sort your report by date.

Select “Date” to sort by date

Expenses	Date	Expense Type	Amount
Adding New Expense			
<input type="checkbox"/>	01/11/2019	Federal Rate Meal ABC Foods, Portland, Maine	\$35.00
<input type="checkbox"/>	01/12/2019	Federal Rate Meal Yummy Restaurant, Chicago, Illi	\$40.00
<input type="checkbox"/>	01/13/2019	Federal Rate Meal Caterers, Chicago, Illinois	\$94.66

- b. For travel card expenses, this may mean itemizing a portion of them as a personal expense (see example on next pages).
- c. For cash expenses, you can simply reduce the “Amount” (see example on next pages).

Here is a day-by-day illustration for our example trip to Chicago. It shows how to check for overages and what to do if you have any:

**Please ignore the difference in years, as the sample transactions are older.*

January 11 – no overages:

- a) Reference your worksheet to find the Daily Maximum is \$50.00

Select "Y" if applicable:							
Enter Dates:	In-State	First Day	Last Day	Breakfast Provided	Lunch Provided	Dinner Provided	Daily Maximum
1/11/2022	Y	Y					\$ 50.00

- b) Now look at your meals in Concur for the same date, and compare the totals to the Daily Maximum

<input type="checkbox"/>	Date ▲	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	01/11/2019	Federal Rate Meal ABC Foods, Portland, Maine	\$35.00	\$35.00

- c) The total amount of Federal Rate Meals on the 11th is \$35.00, less than the Daily Maximum of \$50.00; no further steps are required

January 12 – overage with a cash expense:

- a) The Daily Maximum for the 12th is \$36.00

Select "Y" if applicable:							
Enter Dates:	In-State	First Day	Last Day	Breakfast Provided	Lunch Provided	Dinner Provided	Daily Maximum
1/11/2022	Y	Y					\$ 50.00
1/12/2022				Y	Y		\$ 36.00

b) Concur meal expenses for the day total \$40.00 – an average of \$4.00

<input type="checkbox"/>	Date ▲	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/11/2019	Federal Rate Meal ABC Foods, Portland, Maine	\$35.00	\$35.00
<input type="checkbox"/>	01/12/2019	Federal Rate Meal Yummy Restaurant, Chicago, Illi	\$40.00	\$40.00

c) To adjust an average when the payment type is cash, select the expense to edit it and reduce the “Amount” field by the appropriate amount so that you no longer have an average

Select the expense
on the left

Expenses Move ▼ Delete Copy View ▼ ◀

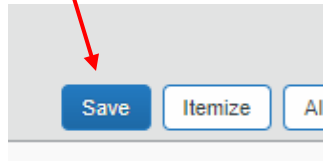
<input type="checkbox"/>	Date ▲	Expense Type	Amount	Requested
<input type="checkbox"/>	01/11/2019	Federal Rate Meal ABC Foods, Portland, Maine	\$35.00	\$35.00
<input checked="" type="checkbox"/>	01/12/2019	Federal Rate Meal Yummy Restaurant, Chicago, Illir	\$40.00	\$40.00

Adjust the “Amount” as
appropriate. Adding a
comment may be useful as
well.

Expense

Expense Type <input type="text" value="Federal Rate Meal"/>	Transaction Date <input type="text" value="01/12/2019"/>	Business Purpose <input type="text" value="Conference/Training"/>
Enter Vendor Name <input type="text" value="Yummy Restaurant"/>	City of Purchase <input type="text" value="Chicago, Illinois"/>	Travel Type <input type="text" value="Out-of-State"/>
Payment Type <input type="text" value="Cash"/>	Amount <input type="text" value="36.00"/> USD	Comment <input type="text" value="expense was \$40, adjusted to \$36 to meet daily maximum"/>

d) Save the expense. The "Amount" and "Requested" fields will update. The 12th is now all set.



The "Amount" and "Requested" fields now reflect an amount that is within the Daily Maximum for the 12th

<input type="checkbox"/>	Date ▲	Expense Type	Amount	Requested
<input type="checkbox"/>	01/11/2019	Federal Rate Meal ABC Foods, Portland, Maine	\$35.00	\$35.00
<input checked="" type="checkbox"/>	01/12/2019	Federal Rate Meal Yummy Restaurant, Chicago, Illir	\$36.00	\$36.00

January 13 – overage on the travel card:

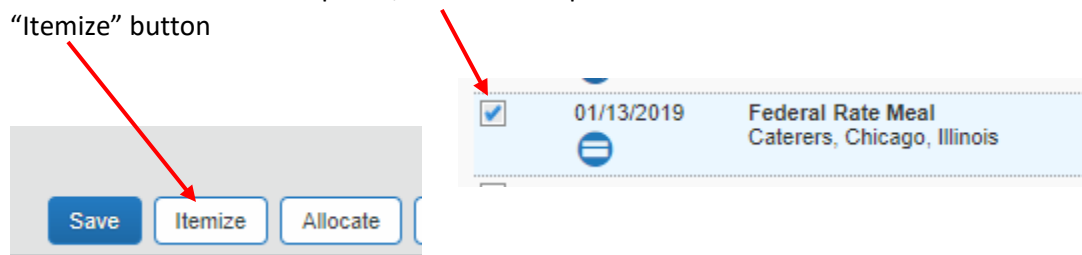
a) Per the worksheet, the Daily Maximum for January 13th is \$56.00

Select "Y" if applicable:							
Enter Dates:	In-State	First Day	Last Day	Breakfast Provided	Lunch Provided	Dinner Provided	Daily Maximum
1/11/2022	Y	Y					\$ 50.00
1/12/2022				Y	Y		\$ 36.00
1/13/2022				Y			\$ 56.00

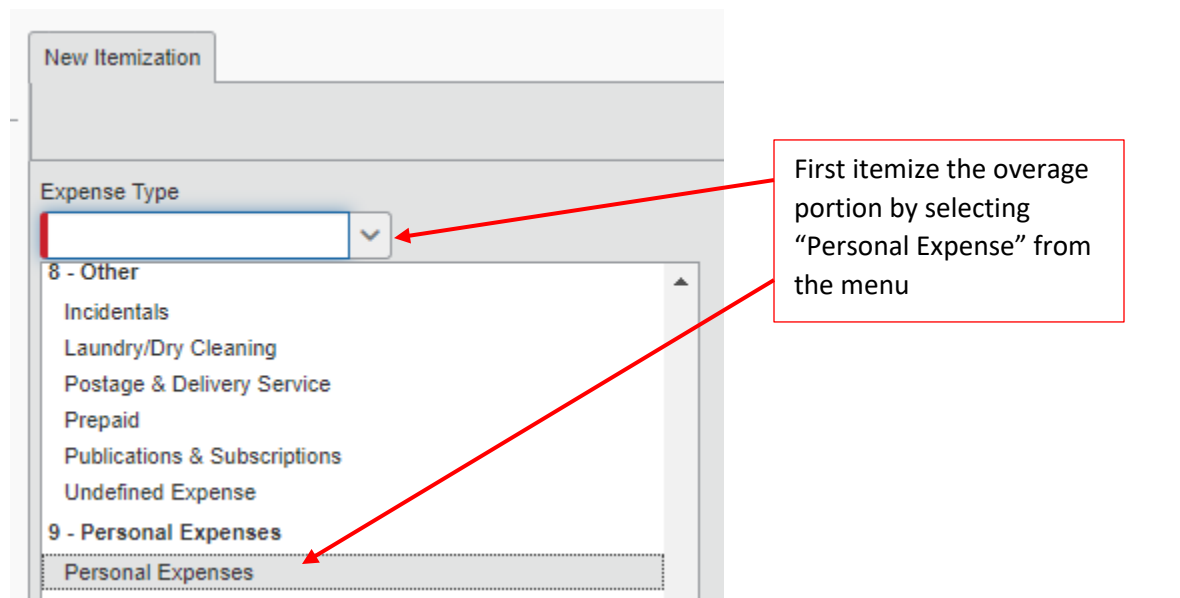
b) Concur shows Federal Rate Meals totaling \$94.66 on the same day, an overage of \$38.66, the expense is on the travel card

<input type="checkbox"/>	Date ▲	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/11/2019	Federal Rate Meal ABC Foods, Portland, Maine	\$35.00	\$35.00
<input type="checkbox"/>	01/12/2019	Federal Rate Meal Yummy Restaurant, Chicago, Illir	\$36.00	\$36.00
<input type="checkbox"/>	01/13/2019	Federal Rate Meal Caterers, Chicago, Illinois	\$94.66	\$94.66

- c) To adjust a travel card expense when there is an overage, the overage portion should be itemized as a "Personal Expense," select the expense to edit and then select the "Itemize" button

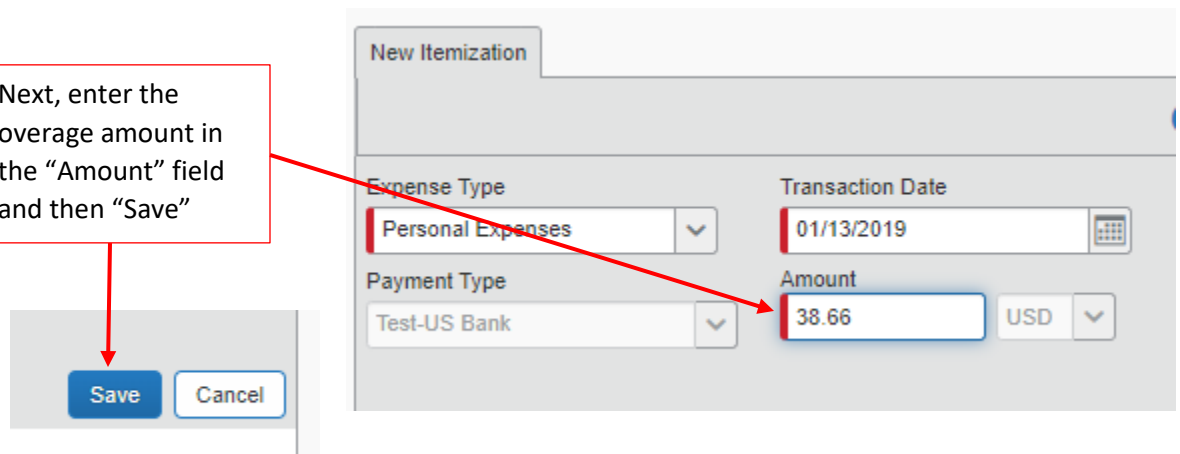


- d) The New Itemization tab will open, select "Personal Expenses" from the "Expense Type" dropdown menu. Then, enter the overage amount in the "Amount" field and "Save."

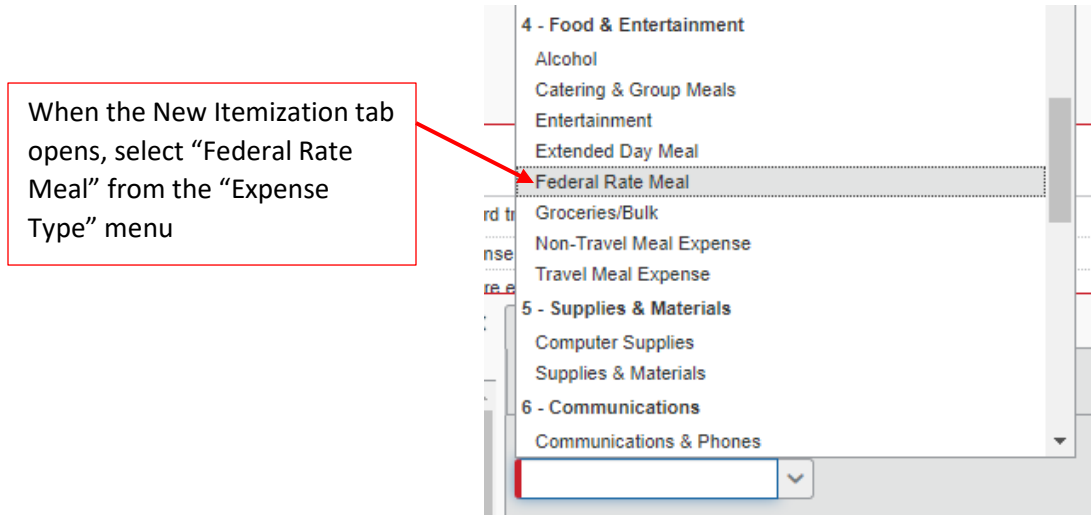


First itemize the overage portion by selecting "Personal Expense" from the menu

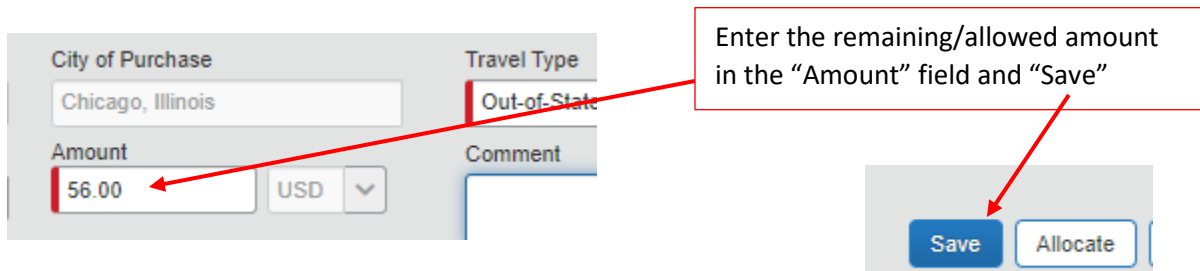
Next, enter the overage amount in the "Amount" field and then "Save"



- e) Then finish the itemization by entering the portion of the meal that is allowable. The New Itemization tab should open automatically after hitting Save in the step above. Select "Federal Rate Meal" from "Expense Type" menu.



- f) Enter the remaining/allowed amount of the expense in the "Amount" field and "Save." At the expense level, the Amount field will remain the total and the Requested field will adjust downward as appropriate, as will the itemized lines.



<input type="checkbox"/>	Date ▲	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/11/2019	Federal Rate Meal ABC Foods, Portland, Maine	\$35.00	\$35.00
<input type="checkbox"/>	01/12/2019	Federal Rate Meal Yummy Restaurant, Chicago, Illir	\$36.00	\$36.00
<input type="checkbox"/>	01/13/2019	Federal Rate Meal Caterers, Chicago, Illinois	\$94.66	\$56.00
<input type="checkbox"/>	01/13/2019	Personal Expenses	\$38.66	\$0.00
<input type="checkbox"/>	01/13/2019	Federal Rate Meal	\$56.00	\$56.00

The "Amount" and "Requested" fields adjust at both the expense and itemization levels

January 14 – no overages:

- a) The worksheet indicates the Daily Maximum for January 14th is \$74.00
- b) Concur shows two meal expenses for the day, totaling \$70.81
- c) The daily maximum has not been met on the 14th so no further steps are required

Select "Y" if applicable:							
Enter Dates:	In-State	First Day	Last Day	Breakfast Provided	Lunch Provided	Dinner Provided	Daily Maximum
1/11/2022	Y	Y					\$ 50.00
1/12/2022				Y	Y		\$ 36.00
1/13/2022				Y			\$ 56.00
1/14/2022							\$ 74.00

The Daily Maximum for January 14th and \$74.00 and the corresponding Federal Rate Meals in Concur total \$70.81 – no further action needed

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
		Federal Rate Meal ABC Foods, Portland, Maine	\$35.00	\$35.00
		Federal Rate Meal Yummy Restaurant, Chicago, Illin	\$36.00	\$36.00
		Federal Rate Meal Caterers, Chicago, Illinois	\$94.66	\$56.00
<input type="checkbox"/>	01/14/2019	Federal Rate Meal Fast Food Restaurants, Chicago	\$65.81	\$65.81
<input type="checkbox"/>	01/14/2019	Federal Rate Meal XYZ Grocery, Chicago, Illinois	\$5.00	\$5.00

Total: \$70.81

January 15 - overage on the travel card:

- a) January 15th is the last day of the trip, the Federal Rate Meals Approval & Allowance Worksheet shows a Daily Maximum of \$55.50

Enter Dates:	In-State	First Day	Last Day	Provided	Provided	Provided	Daily Maximum
1/11/2022	Y	Y					\$ 50.00
1/12/2022				Y	Y		\$ 36.00
1/13/2022				Y			\$ 56.00
1/14/2022							\$ 74.00
1/15/2022			Y				\$ 55.50

b) Concur shows one travel card meal for \$72.46, an overage of \$16.96

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	01/15/2019	Federal Rate Meal Discount Stores, Chicago, Illinois	\$72.46	\$72.46

c) Itemize this travel card expense as \$16.96 in “Personal Expenses” and \$55.50 as a “Federal Rate Meal,” following steps like those for January 13th. The end result looks like this:

Itemize the travel card expense as \$16.96 in “Personal Expenses” and \$55.50 as “Federal Rate Meals.” Note the total Requested is \$55.50, the Daily Maximum for the 15th

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	01/15/2019	Federal Rate Meal Discount Stores, Chicago, Illinois	\$72.46	\$55.50
<input type="checkbox"/>	01/15/2019	Personal Expenses	\$16.96	\$0.00
<input type="checkbox"/>	01/15/2019	Federal Rate Meal	\$55.50	\$55.50

6. Once the meal expenses have been entered, attach the PDF copy of your Federal Rate Meals Approval & Allowance Worksheet to your Expense Report by selecting “Receipts” > “Attach Receipt Images” and uploading or browsing for the appropriate document. This will be used to review your expense report.

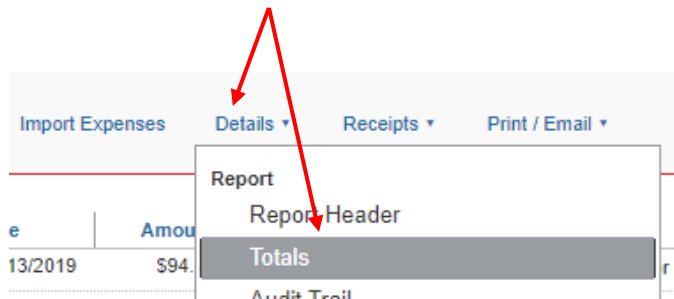
Ex Trip Federal Rate Meals

Attach your worksheet to the Expense Report by Selecting “Receipts” and then “Attach Receipt Images”

The screenshot shows the 'Receipts' dropdown menu with the following options: Receipts Required, Check Receipts, **Attach Receipt Images**, View Available Receipts, and Missing Receipt Affidavit. A red arrow points from the text box to the 'Attach Receipt Images' option.

- Complete the rest of your report as normal. When you are done, check the Report Totals by selecting “Details” > “Totals” to verify the “Amount Due Employee,” “Amount Due US-Bank,” and “Amount Owed Company” all make sense.

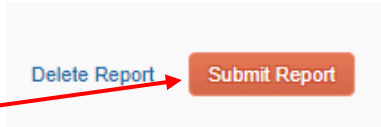
Verify the “Amount Due Employee,” “Amount Due US-Bank,” and “Amount Owed Company” make sense on the Report Totals screen (“Details” > “Totals”)



If an Amount is Owed Company, contact Procurement Services at procurementservices@maine.edu or 581-9101 for next steps on how to process a deposit. Please be ready to provide your name, Employee ID, and Report Name and/or Report Key (found in the header of the Expense Report).

- When everything is complete, “Submit” your Expense Report. *Please note that your Expense Report will be subject to additional levels of approval.*

Submit the Expense Report when complete





Federal Rate Meals User Guide

University Services:
Strategic Procurement

Other Notes:

- If you have multiple out-of-state (overnight) destinations in one trip, each one will need its own Federal Rate Meals Approval & Allowance Worksheet. Multiple worksheets can be attached to one Travel Request/Expense Report.
- If a trip is longer than available rows for dates on the Federal Rate Meals Approval & Allowance Worksheet, use a second worksheet for additional pages.

Contact Procurement Services for questions or assistance: procurementservices@maine.edu or 581-9101.

Daily Maximum Reduction for Provided Meals:

GSA M&IE Rate	UMS Base/ Daily Rate	Breakfast	Lunch	Dinner
\$59	\$54	\$13	\$15	\$26
\$64	\$59	\$14	\$16	\$29
\$69	\$64	\$16	\$17	\$31
\$75	\$69	\$17	\$18	\$34
\$79	\$74	\$18	\$20	\$36

**Rates Effective for Federal Fiscal Year 2022 (10/1/21-9/30/22)*