

FORT HAYS STATE UNIVERSITY
Quick Reference
Fiscal Year 2025 Rates as of July 1, 2024

PRIVATE VEHICLE MILEAGE:

Spend Category:

Private Vehicle at State Rate	67¢ per mile	In-State	525110
Motor Pool (sedan) Vehicle Rate	35¢ per mile + current MP fuel rate	Out-of-State	525210
Privately Owned Motorcycle	65¢ per mile	International	525310

If a traveler chooses to take their private car, they will be reimbursed at the current state mileage reimbursement rate of 67¢. Cost center managers can choose to limit private vehicle mileage reimbursement to an amount less than the state rate.

Employees can drive to an out-of-state location within 500 miles or less of their official station without providing an airfare quote for cost comparison.

PER DIEM RATES

The State of Kansas uses federal standards for per diem rates for travel. Rates will be updated four times a year, on January 1, April 1, July 1, & October 1.

Federal per diem rates are established by location and can found by using the links on the Business Office website at <https://www.fhsu.edu/bus-off/Expenses%20and%20Travel/>:

- Federal Per Diem Rates (U.S. Locations)
- Federal Per Diem Rates (Alaska, Hawaii, & U.S. Territories/Possessions)
- Federal Per Diem Rates (International Locations)

Each location has an established lodging rate and M&IE (meals and incidental) rate that travelers will be limited to.

LODGING

Lodging may be approved and reimbursed at 1.5 times the established federal lodging rate (plus taxes). **If the lodging rate is over the maximum allowed, the lodging must be a conference hotel and a flyer must be provided to be reimbursed the full conference rate (plus taxes).** These lodging limits continue to be applied to the lodging rate before taxes. Thus, the amount reimbursed or paid for lodging expenses may exceed the limitation by the associated taxes. No allowance for any tips is included within this rate.

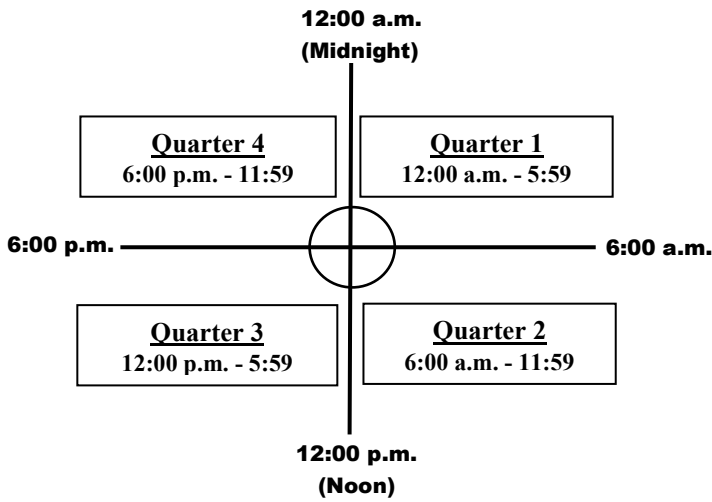
**For international travel, payment for actual lodging expenses is allowed & not subject to rate limitations. **

MEALS & INCIDENTAL EXPENSE (M&IE)

M&IE rate includes allowance to cover charges for meals, taxes, and all fees and tips to waiters, hotel porters, bellhops, doormen, maids and dining room stewards.

Employees will be limited to ½ of the federal M&IE rate established for China locations only.

MEALS CLAIMED BY QUARTERS



- ✦ Four quarters in one day
- ✦ Traveler claims quarter of departure AND quarter of return
- ✦ Federal M & IE rate divided equally between quarters
- ✦ Daily M&IE allowance reduced by percentage based on meals provided. See chart below.

Meal Provided	% Deduction Applied to M & IE Rate
Breakfast	15%
Lunch	35%
Dinner	50%