

Travel and Per Diem Guidelines

1. The current mileage reimbursement is .545/mile.
2. **To determine rates for travel to an in-state high cost cities or out-of-state, visit: www.gsa.gov and click “Per Diem” and then on “Wyoming,” or the state to which you are traveling.**
3. If you are renting a vehicle, attach a copy of the rental vehicle invoice that shows the rental dates, fees, and traveler’s name. Attach copies of gas receipts only if you are renting a vehicle.
4. On an attachment list the following:
 - The name(s) of the meeting, training, conference, event, etc., the date(s) that it occurred, and the name(s) of the person(s) who attended.
 - A breakdown of meals by date, by kind of meal (breakfast, lunch, and dinner), and by person; show the cost of each meal, including tip.

According to Federal Travel Guidelines, you may claim meals based upon the following travel times:

Meal	Departure Time Before	Return Time After
Morning	6:00 AM	
Noon	10:30 AM	2:30 AM
Evening		7:00 PM

The in-state maximum meal reimbursements, including tip, is no more than \$51.00. First and last day of travel is \$38.25:

Meal	In-State
Morning	\$ 11.00
Noon	\$12.00
Evening	\$23.00
Incidentals	\$ 5.00
Total	\$51.00

- You may not request reimbursement for a meal if the meal is being provided by the meeting, training, conference, event, etc. that you are attending and the cost of the meal is included in your registration fee or is being provided at no cost to you.
- If you drove your own or your organization’s vehicle, include the number of miles that were driven to and from the city/community of destination and on what dates these miles were driven; indicate separately the number of miles driven in and around the city/community of destination and on what dates these miles were driven. You or your agency will be reimbursed \$.545/mile, unless you request a lower reimbursement rate. If you are renting a vehicle, you will not be reimbursed for mileage only gas and the expense of the rental.