KCKPS MEALS & INCIDENTAL EXPENSE (M&IE) GUIDELINES

The M&IE rate (includes charges for meals, taxes, and all fees and tips to waiters, hotel porters, bellhops, doorpersons, maids and dining room stewards):

Standard Daily M&IE Rate $ 59.00

Meals & Incidental Expense (M&IE) Reimbursement

Employees may be reimbursed for M&IE while in travel status. M&IE reimbursement is based on quarter days with the daily M&IE rate divided equally between quarters. M&IE is provided for the time in which the employee is in travel status, including the quarters the employee departs and returns. On the day of departure and the day in which the employee returns to the official station or domicile, M&IE is reimbursed as follows:

Time of Departure From Point of Origin / from Destination	Quarter Day	Percentage of M&IE	
		Departure Day From Point of Origin	Return Day From Destination
12:00 AM to 5:59 AM	Quarter 1	100% or $59.00	25% or $14.75
6:00 AM to 11:59 AM	Quarter 2	75% or $44.25	50% or $29.50
12:00 PM to 5:59 PM	Quarter 3	50% or $29.50	75% or $44.25
6:00 PM to 11:59 PM	Quarter 4	25% or $14.75	100% or $59.00

Meal Reimbursement (including Tax & Gratuity)

The School/Department shall reduce the M&IE reimbursement for meals provided at no cost to the employee. The School/Department is responsible for reducing M&IE reimbursement for complimentary or included meals provided by lodging establishments to traveling employees.

Reduced % of Daily M&IE Rate	Breakfast	Lunch	Dinner
	15% or $8.85	35% or $20.65	50% or $29.50

Per Diem Examples – Overnight Travel

Example 1
Kate traveled to Wichita, departing at 1:30 PM on 05/12 and returned on 05/14 at 11:30 AM. No meals were provided. Kate is eligible for the following Per Diem:

Date	Time	Quarter(s)	Status	Eligible Per Diem	Deduct Breakfast	Deduct Lunch	Deduct Dinner	Total
05/12	1:30 PM	3	Departure/Stay	$29.50	No	No	No	$29.50
05/13	All Day	1-4	Stay	$59.00	No	No	No	$59.00
05/14	11:30 AM	2	Return	$29.50	No	No	No	$29.50

Example 2
Melissa traveled to San Diego to present at a conference, departing home on 07/01 at 5:30 AM to catch a 7:00 AM flight, and returned on 07/04 at 11:30 AM. The conference provided breakfast and dinner on 07/02 and breakfast on 07/03. Melissa is eligible for the following Per Diem:

Date	Time	Quarter(s)	Status	Eligible Per Diem	Deduct Breakfast	Deduct Lunch	Deduct Dinner	Total
07/01	5:30 AM	1	Departure/Stay	$59.00	No	No	No	$59.00
07/02	All Day	1-4	Stay	$59.00	($8.85)	No	($29.50)	$20.65
07/03	All Day	1-4	Stay	$59.00	($8.85)	No	No	$50.15
07/04	11:30 AM	2	Return	$29.50	No	No	No	$29.50

Example 3
Jessica traveled to Chicago to attend a conference. She departed on 10/12 at 7:30 AM and returned on 10/14 at 5:45 PM. The conference provided the following meals: Dinner on 10/12, breakfast and lunch on 10/13, breakfast on 10/14. The per diem she may be eligible for is as follows:

Date	Time	Quarter(s)	Status	Eligible Per Diem	Deduct Breakfast	Deduct Lunch	Deduct Dinner	Total
10/12	7:30 AM	2	Departure/Stay	$44.25	No	No	($29.50)	$14.75
10/13	All Day	1-4	Stay	$59.00	($8.85)	($20.65)	No	$29.50
10/14	5:45 PM	3	Return	$44.25	($8.85)	No	No	$35.40

Example 4
Fred traveled to Orlando to attend a conference, departing on 08/17 at 10:30 AM and returned on 08/20 at 1:30pm. The conference provided dinner on 08/17, and lunch on 08/18 and 08/19. The hotel provided breakfast each day. Fred is eligible for the following Per Diem:

Date	Time	Quarter(s)	Status	Eligible Per Diem	Deduct Breakfast	Deduct Lunch	Deduct Dinner	Total
08/17	10:30 AM	2	Departure/Stay	$44.25	No	No	($29.50)	$14.75
08/18	All Day	1-4	Stay	$59.00	($8.85)	($20.65)	No	$29.50
08/19	All Day	1-4	Stay	$59.00	($8.85)	($20.65)	No	$29.50
08/20	1:30 PM	3	Return	$44.25	($8.85)	No	No	$35.40

Example 5
Alexis traveled to Goodland for training, departing on 04/12 at 7:15 AM and returned on 04/13 at 9:20 PM. Instead of staying at a hotel she stayed with family. Alexis' family provided breakfast on 4/13; no other meals were provided during this travel. Alexis is eligible for the following Per Diem:

Date	Time	Quarter(s)	Status	Eligible Per Diem	Deduct Breakfast	Deduct Lunch	Deduct Dinner	Total
04/12	7:15 AM	2	Departure/Stay	$44.25	No	No	No	$44.25
04/13	9:20 PM	4	Return	$59.00	($8.85)	No	No	$50.15

Same Day Travel
A single meal reimbursement for same-day travel may be authorized by the agency in limited situations at the meal allowance rates above.

Breakfast is reimbursable when an employee is on travel status and departs from Duty Station or home (when traveling directly to destination) at or before 6:00 AM. No receipt necessary.

Lunch is not a reimbursable expense for same-day travel.

Dinner is reimbursable when an employee is on travel status and arrives back to Duty Station or home (when traveling directly from destination) at or after 7:00 p.m. No Receipt Necessary. For employees commencing travel after the close of business, but before 6:30 p.m., dinner reimbursement is allowed if the traveler would not be eligible for per diem.

Per Diem Examples – Same Day Trips

Example 1
John traveled to Lawrence for a meeting (saved the agenda to attach to the reimbursement request voucher), departing on 06/01 at 8:00 AM and returned home the same day at 9:00 PM. John is eligible for the following meal reimbursement:

Date	Time	Eligible Breakfast	Eligible Lunch	Eligible Dinner	Total
06/01	8:00 AM	No	✕	$29.50	$29.50

Example 2
Jake traveled to Topeka for a one-day workshop, departing at 5:30 AM on 06/12 and returned at 7:30 PM on the same day. No meals were provided. Jake is eligible for the following meal reimbursement:

Date	Time	Eligible Breakfast	Eligible Lunch	Eligible Dinner	Total
06/12	5:30 AM	$8.85	✕	$29.50	$38.35

Example 3
Lewis traveled to Fort Scott for training, departing at 6:00 AM on 09/01 and returned at 7:15pm on the same day. Breakfast was provided. Lewis is eligible for the following meal reimbursement:

Date	Time	Eligible Breakfast	Eligible Lunch	Eligible Dinner	Total
09/01	6:00 AM	No	✕	$29.50	$29.50

Example 4
Stephanie traveled to Manhattan for a meeting (saved the email confirmation of the meeting to attach to the reimbursement request voucher), departing at 6:15 AM on 09/15 and returned at 6:30 PM. Stephanie is not eligible meal reimbursement:

Date	Time	Eligible Breakfast	Eligible Lunch	Eligible Dinner	Total
09/15	6:15 AM	No	✕	No	$0