



Information Announcement

Overnight Per Diem Rates Update

October 04, 2017

New York State reimburses employees for overnight lodging and meals based on an allowance established by the General Service Administration (GSA) for domestic travel within the continental US (CONUS) and by the Department of State for foreign travel outside the continental US (OCONUS). By adhering to these allowances, reimbursements for meals and lodging are not taxable to the employee.

Domestic Rates

Domestic travel reimbursement rates for travel within the continental US (CONUS) are based on an allowance established by the General Service Administration (GSA) for meals and overnight lodging. By adhering to these allowances, reimbursements for meals and lodging are not taxable to the employee. The GSA rates for the period October 1, 2017 through September 30, 2018 can be found on the GSA website at <http://www.gsa.gov/portal/category/100120>.

Changes generally take effect October 1 for rate increases, and November 1 for rate decreases. Rates for prior periods can also be found at this site by selecting the federal fiscal year the travel occurred during, and the destination traveled to. If there is a change in CONUS rates during the year, SFS will be updated to reflect the new rates.

Foreign Rate

The Department of State establishes rates for foreign travel outside the continental US (OCONUS). By adhering to these allowances, reimbursements for meals and lodging are not taxable to the employee. The OCONUS rates are updated on the first of each month and can be found on the US Department of State's website at <https://www.state.gov/travel/>.

Changes to the OCONUS rates take effect on the first day of the month and may occur during any month throughout the year. Since rates for travel to locations outside the continental United States are updated frequently and New York State business travel to these locations is infrequent, the maximum allowances will only be updated yearly in SFS. It is the Agency's responsibility to develop controls that provide reasonable assurance that travelers traveling outside the United States use the correct per diem rate for the location and dates of their travel.

Please contact the BSC Travel and Expense unit with any questions or concerns regarding this announcement at OGSTravel.Unit@ogs.ny.gov or (518) 457-4272.