



Office of
General Services

Business
Services Center

Information Announcement

Overnight Per Diem Rates Update 2015-16

September 15, 2015

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

The GSA rates for the period October 1, 2015 through September 30, 2016 can be found on the GSA website at <http://www.gsa.gov/portal/category/100120>. 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.

You may also refer to the Travel Reimbursement Allowances (2015-16) document on the BSC's Travel webpage for current rates at https://bsc.ogs.ny.gov/sites/default/files/travel_reimbursement_allowances_2015_16.pdf under Travel and Expense Forms & Publications.

Foreign Rate

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 Business Unit'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.

The OCONUS rates are updated on the first of each month and can be found on the US Department of State's website at [US Department of State](http://www.state.gov).

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