



Illinois Department of Transportation

Memorandum

To: Directors, Regional Engineers, and Bureau Chiefs

From: Becky Koehler, Bureau Chief, Personnel Management

Subject: Travel Notice – Per Diem Reimbursement Rates

Date: May 10, 2024

This Travel Notice serves to clarify [Travel Update 24-07 - Per Diem Reimbursement Rates](#) a follow-up to [Travel Update 24-05 - Reimbursement Rates](#) announcing that the State of Illinois will adhere to the Reimbursement rates for lodging, mileage and meal allowances set forth by the Federal [General Services Administration](#).

Implementation of Travel Update 24-07 is May 3, 2024, which is the date the Travel Update was issued.

There are two major changes implemented by Travel Update 24-07 that will impact reimbursement calculations.

- **The first is that the \$5.00 incidental expenses are now included with the per diem reimbursement.** Travel Update 24-05 excluded that \$5.00 from the state’s reimbursement rate.
- **The second major change is related to the first and last days of travel with overnight lodging.** We will no longer be calculating per diem reimbursement based on the number of quarters the traveler was out. The State will now use the Federal rule of reimbursing 75% of the reimbursement rate for the first and last day of travel regardless of the number of quarters.

The [Federal Regulations](#), referenced below, explain the process to calculate Meals & Incidental Expenses (M&IE) when traveling on official State business on behalf of the Illinois Department of Transportation:

For Days of Travel Which...	If	Your Applicable Meals & Incidental Expenses (M&IE) Rate is:
Require lodging		The M&IE rate applicable for the Temporary Duty location or stopover point.

Do not require lodging, and	Travel is more than 12 hours but less than 24 hours	The M&IE rate applicable to the Temporary Duty site (or the highest M&IE rate applicable when multiple locations are involved).
	Travel is 24 hours or more, and you are traveling to a new Temporary Duty site or stopover point at midnight.	The M&IE rate applicable to the new Temporary Duty site or stopover point.
	Travel is 24 hours or more, and you are returning to your official station	The M&IE rate applicable to the previous day of travel.

The General Services Administration defines the following for Travel Reimbursements:

- M&IE Total
 - The full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.
- Breakfast, lunch, dinner, incidentals
 - Separate amounts for meals and incidentals.
 - M&IE Total = Breakfast + Lunch + Dinner + Incidentals.
 - Sometimes meal amounts must be deducted from trip voucher.
- First & last day of travel
 - Amount received on the first and last day of travel which equals 75% of total M&IE for that day of travel.
- Temporary Duty
 - Duty at one or more locations, away from the permanent duty station (or Headquarters).

[Travel Update 24-07 - Per Diem Reimbursement Rates](#) provides several scenarios covering the following:

- Travel that Requires Lodging –
 - The employee travels from Cook County to Sangamon County to work with an overnight stay. The M&IE rate is the rate for Sangamon County. In this scenario, the traveler would utilize the rate for ‘First and last day of travel’.

Sangamon County

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

Showing 1 to 1 of 1 entries

Day 1 - M&IE Total for 24 hour period (Sangamon County) = \$59.00 X 75% = \$44.25
 Day 2 - M&IE Total for 24 hour period (Sangamon County) = \$59.00 X 75% = \$44.25
 Total M&IE = \$88.50

- Travel for more than 12 hours, but less than 24 hours (No Lodging) –
 - Example: The employee travels from Cook County to Sangamon County to work and back in one day. The M&IE rate is the rate for Sangamon County.

Sangamon County

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

Showing 1 to 1 of 1 entries

Day 1 - M&IE Total for 24 hour period (Sangamon County) = \$59.00 X 75% = \$44.25
 Total = \$44.25

- Example: The employee travels from Sangamon County to Champaign County to work. The employee continues to travel to Cook County to work and travels back to Sangamon County in the same day. The M&IE rate is the rate for Cook County (highest M&IE rate of the multiple locations).

Champaign County

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

Showing 1 to 1 of 1 entries

Cook County

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Chicago	Cook / Lake	\$79	\$18	\$20	\$36	\$5	\$59.25

Showing 1 to 1 of 1 entries

Day 1 - M&IE Total for 24 hour period (Cook County) = \$79.00 X 75% = \$59.25
 Total = \$59.25

- Travel for 24 hours or more and traveling to a new work site or stopover at midnight.
 - Example: The employee travels from Cook County to Sangamon County to work, then travels to St. Clair to work and sleep. The M&IE rate is the 'First and last day of travel' rate for St. Clair County.

Sangamon County

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

Showing 1 to 1 of 1 entries

St. Clair County

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
East St. Louis / O'Fallon / Fairview Heights	St. Clair	\$64	\$14	\$16	\$29	\$5	\$48.00

Showing 1 to 1 of 1 entries

Day 1 - M&IE Total for 24 hour period (St. Clair County) = \$64.00 X 75% = \$48.00

Day 2 - M&IE Total for 24 hour period (St. Clair County) = \$64.00 X 75% = \$48.00

Total M&IE = \$96.00

- Example: The employee takes a multiple day trip.
 - The employee travels from Cook County to Sangamon County to work and sleep. The M&IE rate is the 'First and last day of travel' rate for Sangamon County.
 - The employee travels on the next day to St. Clair to work and sleep. The M&IE rate is the 'M&IE Total' for St. Clair County.
 - The next day the employee travels back to Cook County. The M&IE rate is the 'First and last day of travel' rate for St. Clair County.

Sangamon County

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

Showing 1 to 1 of 1 entries

St. Clair County

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
East St. Louis / O'Fallon / Fairview Heights	St. Clair	\$64	\$14	\$16	\$29	\$5	\$48.00

Showing 1 to 1 of 1 entries

Day 1 - M&IE Total for 24 hour period (Sangamon County) = \$59.00 X 75% = \$ 44.25

Day 2 - M&IE Total for 24 hour period (full day St. Clair County) = \$ 64.00

Day 3 - M&IE Total for 24 hour period (St. Clair County) = \$64.00 X 75% = \$ 48.00

Total M&IE = \$156.25

Please distribute this Travel Notice to all employees in your Office, District, or Bureau. If you have travel questions, please contact Steven Phillips, Agency Travel Coordinator, at DOT.AgencyTravelCoordinator@illinois.gov .

cc: Administrative Managers