

T.R.I.P.P. #2008-02



Comments? The periodic T.R.I.P.P. (Travel Regulations, Information, Policies, and Procedures) reports are being reinstated to bring to your attention changes in travel policies or regulations. Comments about current topics or suggestions about future topics in the T.R.I.P.P should be forwarded to Emily Guffey at 576-9513 or e-mail guffeye@oro.doe.gov.

➤ Reduction of Meals and Incidental Expenses (M&IE):

When an employee attends a conference or training and meals are provided as a part of the registration fee, it is important to remember to deduct these costs from the M&IE to be paid. This requirement is outlined in the Federal Travel Regulation (FTR) 301-11.18. In preparing the GovTrip travel authorization, under “Per Diem Entitlements”, click on “edit”, then click on “edit” next to the date(s) meals are provided, click on “Actual” found under “Meals”, and click on the button next to the meal(s) provided. Gov-Trip will automatically reduce the M&IE for the day as follows:

Total M&IE	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31

If the traveler is not aware that meals are being provided until the trip is taken, simply edit the voucher per diem entitlements following the same steps outlined above. It is not necessary to amend the authorization. The traveler is always allowed the \$3.00 per day incidental expense reimbursement, even if an entire day’s meals are provided.

Please note – M&IE should not be reduced when meals are provided by a common carrier or a complimentary meal is provided by a hotel or motel.