

Why Per Diem (Travel Allowances) in TTE Differs from GSA Website Rates



Per the Statewide Travel Policy Meals Per Diem are reimbursed in Concur as follows:

- A. **In-state travel per diem rates** includes the cost of meals, taxes and tips on meals.
 - a. **NOTE:**
 - i. Instate rates are determined by the State of Georgia. The State of Georgia has not adopted the GSA per diem rates for Georgia locations.
 - ii. The State of Georgia per diem for locations within the State of Georgia **does not** include incidentals
 - iii. Concur Travel Allowances use the State of Georgia high and low cost per diem rates for locations in the state of Georgia and do **NOT** include incidentals..

- B. **Out-of-state travel per diem rates** include the cost of meals, taxes and tips on meals and follows the appropriate GSA per diem rates for a given geographical area.
 - a. **NOTE:**
 - i. The State of Georgia **does not** include Incidentals (currently \$5.00) included in the GSA per diem rates domestic US locations.
 - ii. Concur Travel Allowances do **NOT** include the additional \$5.00 in per diem for locations in the US or Canada.

- C. **International per diem rates include** the cost of meals, taxes, tips on meals and other travel incidental expenses and follows the appropriate GSA per diem rates for a given geographical area.
 - a. **NOTE:**
 - i. The State of Georgia **does** include Incidentals (currently \$5.00) included in the GSA per diem rates for international locations.
 - ii. Concur Travel Allowances **DO** include the \$5.00 for incidentals.

For more information, please refer to the [Statewide Travel Policy](#) available on the SAO website.