

Meals and Incidental Expenses (M&IE) Breakdown

Per Diem Meal & Incidental Rates

PERS 17-1-3

Expenses eligible for reimbursement shall be for individuals in official County business travel status. The per diem rates are fixed allowances for breakfast, lunch, dinner and incidental expenses which include tips and gratuities based upon the following percentage of the host city per diem rate:

- i. Twenty (20) percent of the per diem rate for breakfast. 20%
- ii. Thirty (30) percent of the per diem rate for lunch. 30%
- iii. Fifty (50) percent of the per diem rate for dinner. 50%

Incidental rates shall only be approved for overnight travel and cover expenses such as fees and tips to baggage carriers, concierges, hotel staff and laundry.

Incidental rates are not reimbursable for local day travel

The fixed meal allowances may be claimed on day of travel employee is in travel status at the following times:

- i. 7:00 a.m. for breakfast.
- ii. 12:00 p.m. for lunch.
- iii. 6:00 p.m. for dinner.

For Overnight Travel Status, the per diem and incidental rates may be claimed on the first through the last day of travel. Meals shall be reimbursed in accordance with 6.6.1E of the [King County Authorized Travel, Meal and Expense Reimbursement policy](#).

For meals included in a registration or conference fee, the per diem meal and incidental rate shall be reduced (not allowed) by the fixed allowance for the respective meal.

Total	Breakfast (7:00 a.m.)	Lunch (12:00 p.m.)	Dinner (6:00 p.m.)	Incidental
\$51	\$9.20	\$13.80	\$23	\$5
\$54	\$9.80	\$14.70	\$24.50	\$5
\$59	\$10.80	\$16.20	\$27	\$5
\$64	\$11.80	\$17.70	\$29.50	\$5
\$69	\$12.80	\$19.20	\$32	\$5
\$74	\$13.80	\$20.70	\$34.50	\$5

King County follows the GSA total daily rates but uses PERS 17-1-3 for itemization of meal amounts and bases those amounts on time of day traveling.

Per Diem rates can be found at the U.S. General Services Administration:

<http://www.gsa.gov/portal/category/100120>

Please forward any questions to iexpense.ap@kingcounty.gov