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# Memo

TO: ONC BOCES Staff

FROM: Lynn Chase, Director of Management Services

DATE: April 1, 2021

SUBJECT: **Per Diem Rates – Meal Expense Reimbursement**

As per ONC BOCES Board policy #6830 Expense Reimbursement, actual or anticipated meal expense (including gratuities) may be claimed based upon the Federal Joint Travel Regulation rate. Such rates are updated yearly by the U.S. General Services Administration.

In order to find a meal reimbursement rate, you may do one of the following:

- 1) Find your destination and corresponding total ME&I rate on the attached ***FY 2021 Per Diem Rates for New York***.
  - a) In order to find a specific meal expense rate, use the attached ***Meals and Incidental Expenses (M&IE) Breakdown*** list.

For example, the meal reimbursement rate for lunch in Albany would be a maximum of \$15 (including gratuity).
- 2) If your destination is not on the list for New York, go to <https://www.gsa.gov/travel/plan-book/per-diem-rates> and enter the zip code for your destination to find the corresponding ME&I rate and then refer to the attached ***Meals and Incidental Expenses (M&IE) Breakdown*** list for specific meal expense rates.
- 3) Please note incidentals are limited to certain fess and tips. Incidentals are described *per the Federal Travel Regulation Chapter 300, Part 300-3, under Per Diem Allowance* as: Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

These rates are effective from October 1, 2020 to September 30, 2021.

An approved purchase order is required for meal reimbursements. Each meal is listed separately on the PO. For example, description is "10/12/20 Lunch", then the quantity is 15 at a cost of \$1.

As always, for actual expenses, detailed restaurant receipts must be itemized along with the amount and bearing the name of the restaurant. Gratuity reimbursement will be limited to 20% of the meal expense excluding taxes and purchases of alcoholic beverages shall not be reimbursed.

If you have any questions, please contact me at (607) 588-6291 Ext. 2172. All of this information can be found on our website [www.oncbooces.org](http://www.oncbooces.org) under the *Business Office/Expense Reimbursement Forms*.

**Per Diem Rates Look-Up GSA (10/01/20 - 09/30/21)**

<b><u>Primary Destination</u></b>	<b><u>County</u></b>	<b><u>M&amp;IE Total</u></b>	<b><u>Continental Breakfast/Breakfast</u></b>	<b><u>Lunch</u></b>	<b><u>Dinner</u></b>	<b><u>Incidental Expenses (see note below)</u></b>
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5
Albany	Albany	\$61	\$14	\$16	\$26	\$5
Binghamton	Broome	\$61	\$14	\$16	\$26	\$5
Buffalo	Erie	\$66	\$16	\$17	\$28	\$5
Floral Park / Garden City / Great Neck	Nassau	\$71	\$17	\$18	\$31	\$5
Glens Falls	Warren	\$66	\$16	\$17	\$28	\$5
Ithaca	Tompkins	\$66	\$16	\$17	\$28	\$5
Kingston	Ulster	\$66	\$16	\$17	\$28	\$5
Lake Placid	Essex	\$66	\$16	\$17	\$28	\$5
New York City	Bronx / Kings / New York / Queens / Richmond	\$76	\$18	\$19	\$34	\$5
Niagara Falls	Niagara	\$56	\$13	\$15	\$23	\$5
Nyack / Palisades	Rockland	\$66	\$16	\$17	\$28	\$5
Poughkeepsie	Dutchess	\$66	\$16	\$17	\$28	\$5
Riverhead / Ronkonkoma / Melville	Suffolk	\$71	\$17	\$18	\$31	\$5
Rochester	Monroe	\$61	\$14	\$16	\$26	\$5
Saratoga Springs / Schenectady	Saratoga / Schenectady	\$61	\$14	\$16	\$26	\$5
Syracuse / Oswego	Onondaga / Oswego	\$61	\$14	\$16	\$26	\$5
Tarrytown / White Plains / New Rochelle	Westchester	\$76	\$18	\$19	\$34	\$5
Troy	Rensselaer	\$61	\$14	\$16	\$26	\$5
West Point	Orange	\$61	\$14	\$16	\$26	\$5

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