**SOUTHWESTERN OKLAHOMA STATE UNIVERSITY**
**Per Diem Rates**
**Effective 10/01/18**
**Revised 11/15/18**

**Maximum Per Diem (meals) rates will vary depending on the location of travel. * All other area use the federal standard rates as follows:**

| | | |
|---|---|---|
| **1 day –** | **21 1/4 – 24 hours** | **$55.00** |
| **3/4 day –** | **15 1/4 – 21 hours** | **$41.25** |
| **1/2 day –** | **9 1/4 – 15 hours** | **$27.50** |
| **1/4 day –** | **3 1/4 – 9 hours** | **$13.75** |
| | **0 – 3 hours** | **$ 0.00** |

**If claimant stays with friends or relatives instead of a hotel, he/she may claim per diem (meals) in lieu of lodging. An additional $10.00 per day may be added to per diem on areas where rates vary depending on the location of travel. * All other areas use the following rates:**

| | | |
|---|---|---|
| **1 day –** | **21 1/4 – 24 hours** | **$65.00** |
| **3/4 day –** | **15 1/4 – 21 hours** | **$51.25** |
| **1/2 day –** | **9 1/4 – 15 hours** | **$37.50** |
| **1/4 day –** | **3 1/4 – 9 hours** | **$23.75** |
| | **0 – 3 hours** | **$ 0.00** |

**Rates for lodging reimbursement (single room rates)**

**Maximum lodging rates will vary depending on location of travel.**
*** All other areas use the maximum federal standard rate of $94.00 per day.**
**Conference site or designated lodging is the maximum of actual hotel cost.**

*** Listings of per diem and lodging rates at various locations within the Continental U.S. (CONUS) can be found at the following website:**
**(These may include "per diem localities with county definitions" meaning the suburb of a major city or boundary of the listed county will apply.)**

https://www.gsa.gov/travel/plan-book/per-diem-rates

- Scroll down to 'Search by City, State, or Zip' or 'Search by State'
- 2019 Domestic Per Diem Rates will be the default
- FY 2019 Per Diem Rates by Selected Criteria page will display
- Lodging rates display at top
- Scroll down to view per diem rates