

## **Directions for the *Meals and Incidental Calculator***

### **For Use by Local Unit Offices of K-State Research and Extension**

To be consistent with the federal government's reimbursement guidelines, the State of Kansas Department of Administration has changed the method for calculating State of Kansas employee's meals and incidental expenses (tips for waiters and bellhops) for **overnight** travel reimbursement. This change has been made to reduce or eliminate any risk of payment to employees being considered a fringe benefit.

The allowances for meals and incidental expenses and the maximum lodging rate depend on the geographic destination of the travel and the month of the year. The meal allowances are also calculated by percent of the day rather than quarters.

Use these instructions and the [Meals & Incidental Calculator](#) to simplify the process of calculating meal and incidental expenses and lodging rates for overnight travel. After completing the [Meals and Incidental Calculator](#) enter the information under "Meals" on the [Travel Payment Voucher](#) (KSU8-17).

The following instructions supplement the directions at the bottom of the [Meals & Incidental Calculator](#):

#### **Column A:**

Enter each date of overnight travel on an individual line beginning with the day the travel began and ending with the day the overnight travel ended.

#### **Column B:**

Enter the destination city and state.

Go to the appropriate link under Step 1 of the directions at the bottom of the [Meals and Incidentals Calculator](#):

[CONUS](#) - For travel in the continental United States

[OCONUS](#) – For travel outside the continental United States

Using the appropriate link ([CONUS](#) or [OCONUS](#)) enter the state and city or zip code to which the travel occurred and click on "Find Rates."

Locate the month in which the travel occurred. Use the chart to determine the lodging allowance.

Also note the M&IE (Meals and Incidental Expenses) allowance of the far right of the chart.

Enter the lodging allowance in the chart at the lower right of the Meals and Incidentals Calculator. (This lodging allowance won't calculate – it is only a reference as to the maximum amount that can be submitted on the [Travel Payment Voucher](#).)

**Column C:**

Enter the Meals and & Incidental allowance.

**Column D:**

Enter the departure time (ex – 5::00).

**Column E:**

Enter AM or PM.

**Column F:**

Refer to Columns N, O, P and Q.

For the **departure** day enter the percentage that corresponds to the **departure** time in Column P. For example, if the departure time was 10:00 AM, enter .75 (not 75%).

For the days in which the employee was gone 24 hours enter 1 (not 100%).

For the arrival day enter the corresponding percentage in Column Q. For example, if the employee arrived at the home or office (whichever is closer) at 10:30 am enter .50 (not 50%).

**Column G:**

If the employee extended the travel for more than one hour for personal errands or vacation enter the percentage of time from the Personal Hours section of Columns O and P.

**Column H:**

Will calculate the daily meal allowance based on entries in previous columns.

**Columns I, J, and K:**

If meals were provided as part of the lodging cost or the registration enter the corresponding percent: breakfast - .15, lunch - .35, dinner - .50. These meals will be subtracted from the meal allowance.

**Column L:**

Transfer this daily meal and incidental allowance into the Meals column on the [Travel Payment Voucher](#).

Attach the [Meals and Incidental Calculator](#) to the [Travel Payment Voucher](#).