

MATTHEW H. MEAD  
GOVERNOR




2323 Carey Avenue  
CHEYENNE, WY 82002

## Office of the Governor

### MEMORANDUM

TO: Agency Directors

FROM: Matthew H. Mead, Governor 

SUBJECT: Adjustment in the Federal Lodging Rate

DATE: October 1, 2018

I have been advised that effective October 1, 2018, the General Services Administration has adjusted the maximum standard Federal Lodging rate from the 2018 rate to the 2019 rate. A copy of the adjusted schedule is attached.

Wyoming Statute § 9-3-102(a) authorizes me to establish the rates, which shall not exceed the federal rates. Vendors in the industry are aware of these federal rates and often set their rates to match them. For these reasons, it appears practical to set Wyoming rates at the federal reimbursement level.

Agency Directors are authorized to reimburse State employees at the new federal rate for authorized State business, travel beginning October 1, 2018.

Agency Directors shall carefully examine and monitor their travel expenses to ensure they remain in budget.

Cc: Cynthia Cloud, Auditor  
Sandy Urbanek, Deputy State Auditor  
Joint Appropriations Committee

Encl.



# FY 2019 Per Diem Rates for Wyoming

## Lodging by month (excluding taxes) | October 2018 - September 2019

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

## Meals & Incidentals (M&IE) Rates

[View Rates](#)

Primary Destination ⓘ	County ⓘ	2018 Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates /	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94	\$94
Cody	Park	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$172	\$172	\$172	\$172
Jackson / Pinedale	Teton / Sublette	\$152	\$152	\$152	\$152	\$152	\$152	\$152	\$152	\$152	\$245	\$245	\$152
Rock Springs	Sweetwater	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95

## Meals & Incidentals (M&IE) Breakdown ⓘ

Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination ⓘ	County ⓘ	M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⓘ
Standard Rate	Applies for all locations without specified rates //	\$55	\$13	\$14	\$23	\$5	\$41.25
Cody	Park	\$71	\$17	\$18	\$31	\$5	\$53.25
Jackson / Pinedale	Teton / Sublette	\$76	\$18	\$19	\$34	\$5	\$57.00
Rock Springs	Sweetwater	\$61	\$14	\$16	\$26	\$5	\$45.75