

September 29, 2004

TO: Directors, Private Schools for the Disabled

FROM: Richard Rosenberg, Assistant Commissioner  
Division of Finance

SUBJECT: 2004-2005 Allowable Reimbursement for the Cost of Meals and Hotel Accommodations in Accordance with N.J.A.C. 6A:23-4.5(a)35 (Effective 10/1/04–9/30/05)

In accordance with N.J.A.C. 6A:23-4.5(a)3.5, a cost that is not allowable in the calculation of the certified actual cost per student is the cost of meals and hotel accommodations associated with daily or overnight travel in excess of those contained in New Jersey Office of Management and Budget (OMB) Circular Letter 98-03-OMB (superseded by 01-08-OMB) and subsequent circulars. Circular Letter 01-08 refers to the Federal Per Diem Rates Schedule, which provides a listing of all states and major cities, along with the amounts allowed to be expended per day for the major categories of lodging and meals/incidentals at each location.

The per diem rates reflected under the column heading “M&IE” for meals and incidental expenses include all taxes and gratuities. The per diem rates reflected under the column heading “Lodging Rate” do not include any type of taxes (all taxes are reimbursed in addition to the amount indicated).

The following restrictions apply to the allowable per diem reimbursements:

1. For all official business travel, allowable per diem reimbursement for housing and meals will be actual reasonable costs, not to exceed the Federal Per Diem Rates as established in the Federal Register for the current year. If an employee’s destination is neither the city nor the county listed in the Federal Register (attached listing), it is considered a standard CONUS destination and the maximum per diem reimbursement is as follows: meals and incidental expenses of \$31, lodging of \$60 for a total of \$91.
2. Lodging expenses may exceed the Federal Per Diem Rates and be allowable if the hotel is the site of the convention, conference, seminar or meeting and

the going rate of the hotel is in excess of the Federal Per Diem Rates. If the hotel is connected to the convention center, the department would consider the hotel to be the site of the convention center, which would meet this criterion.

The attached listing of the per diem rates will be posted on the department's Web site at the private schools for the disabled page at [www.nj.gov/njded/finance/fp/psd.shtml](http://www.nj.gov/njded/finance/fp/psd.shtml) under 2004-2005 Annual Information – Allowable Reimbursement for the Cost of Meals and Hotel Accommodations (effective 10/1/2004 – 9/30/2005). The director of the private school should provide a copy of this information to the school's business manager and all other appropriate staff in the organization.

If you have any questions concerning this memo, please call Jim Verner at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.

RR:JV/2004-2005 memo federal per diem rates.doc

Attachment

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