RESEARCH FOUNDATION CUNY

RESEARCH FOUNDATION
of The City University of New York
230 West 41st Street
New York, NY 10036-7207

PER DIEM

Unreceipted Method – Flat Per Diem

This method provides for a fixed rate allowance for meals, lodging, and incidental expenses regardless of where lodging is obtained, including lodging with relatives or friends. Rates are based on the city or county where lodging is obtained or the location to which the individual was traveling.

If using this method, receipts are not required. This method is applicable for U.S. domestic travel only. Transportation costs are allowable subject to restrictions.

Location	Per Diem
New York City and Nassau, Suffolk, Rockland and Westchester Counties	$50.00
Cities of Albany, Binghamton, Buffalo, Rochester, Syracuse and their respective surrounding metropolitan areas	$40.00
All other locations in New York State	$35.00
Out of State (this includes any out of state tax on lodging)	$50.00

Receipted Method - Eligible Meal & Incidental Per Diem (October 1, 2025 through September 30, 2026)

This method provides reimbursement of actual lodging costs and an allowance (per diem) for meals and incidental expenses for locations throughout the continental U.S. and non-continental U.S. Receipts for lodging must be submitted. Receipts for meals may be submitted. In lieu of meal receipts, the traveler may request the meals and incidental per diem.

Below is a summary of the General Services Administration (GSA) Per Diem Rates for the period spanning to October 1, 2025 through September 30, 2026 for the Continental United States (CONUS). The rates differ by location and year.

M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
$68	$16	$19	$28	$5	$51.00
$74	$18	$20	$31	$5	$55.50
$80	$20	$22	$33	$5	$60.00
$86	$22	$23	$36	$5	$64.50
$92	$23	$26	$38	$5	$69.00

NYS Allocation of the GSA's Meal & Incidental Expense Per Diem (October 1, 2025 through September 30, 2026)

This allocation is applicable to New York State funded projects administered by RFCUNY.

Meals & Incidental Expense Total	Breakfast	Dinner
$68	$14	$54
$74	$15	$59
$80	$16	$64
$86	$17	$69
$92	$18	$74