



Per Diem Form

(For Travel Occurring between
October 1, 2024 and September 30, 2025)

Employee Name	Departure Date	Destination Co. Key #
<input type="text"/>	<input type="text"/> mm/dd/yr	<input type="text"/>
Total Overnight Stays	Total Travel Days	
<input type="text"/> #N/A	<input type="text"/> #N/A	

Lodging and Meal Allotments			
Maximum Hotel Lodging Allotment	#N/A	x Days =	#N/A
GSA Meal Allotment - \$5 Incidentals	#N/A	x Days =	#N/A
First and Last Days	#N/A	x 2 Days =	#N/A
Total Allowable Meal Allotment			#N/A

U.S. General Services Administration Per Diem Rates Effective October 1, 2024 and September 30, 2025

Key #	Primary Destination	County	Dates	Lodging	Meals	Meals - \$5 Incidentals	First & Last Day Meals
1	Unlisted County	Applies to all unlisted	Any	\$110.00	\$59.00	\$54.00	\$40.50
2	Arlington/Fort Worth/Grapevine	Tarrant, City of Grapevine	Any	\$181.00	\$64.00	\$59.00	\$44.25
3	Austin	Travis	Oct-Dec	\$173.00	\$64.00	\$59.00	\$44.25
4	Austin	Travis	Jan-March	\$187.00	\$64.00	\$59.00	\$44.25
5	Austin	Travis	April-Sept	\$173.00	\$64.00	\$59.00	\$44.25
6	Big Spring	Howard	Any	\$114.00	\$64.00	\$59.00	\$44.25
7	Dallas	Dallas	Oct-Dec	\$170.00	\$69.00	\$64.00	\$48.00
8	Dallas	Dallas	Jan-March	\$191.00	\$69.00	\$64.00	\$48.00
9	Dallas	Dallas	April-Sept	\$170.00	\$69.00	\$64.00	\$48.00
10	El Paso	El Paso	Any	\$107.00	\$59.00	\$54.00	\$40.50
11	Galveston	Galveston	Oct-May	\$111.00	\$64.00	\$59.00	\$44.25
12	Galveston	Galveston	June-July	\$146.00	\$64.00	\$59.00	\$44.25
13	Galveston	Galveston	Aug-Sept	\$111.00	\$64.00	\$59.00	\$44.25
14	Houston	Montgomery, Fort Bend, Harris	Any	\$128.00	\$69.00	\$64.00	\$48.00
15	Midland/Odessa	Midland, Andrews, Ector, Martin	Oct	\$132.00	\$64.00	\$59.00	\$44.25
16	Midland/Odessa	Midland, Andrews, Ector, Martin	Nov-Jan	\$118.00	\$64.00	\$59.00	\$44.25
17	Midland/Odessa	Midland, Andrews, Ector, Martin	Feb-Sept	\$132.00	\$64.00	\$59.00	\$44.25
18	Pecos	Reeves	Any	\$121.00	\$59.00	\$54.00	\$40.50
19	Plano	Collin	Any	\$123.00	\$64.00	\$59.00	\$44.25
20	San Antonio	Bexar	Oct-Jan	\$137.00	\$64.00	\$59.00	\$44.25
21	San Antonio	Bexar	Feb-March	\$161.00	\$64.00	\$59.00	\$44.25
22	San Antonio	Bexar	April-Sept	\$137.00	\$64.00	\$59.00	\$44.25
23	South Padre Island	Cameron	Oct-Feb	\$118.00	\$59.00	\$54.00	\$40.50
24	South Padre Island	Cameron	Mar-July	\$140.00	\$59.00	\$54.00	\$40.50
25	South Padre Island	Cameron	Aug-Sept	\$118.00	\$59.00	\$54.00	\$40.50
26	<u>OUT OF STATE</u>		Any			(\$5.00)	(\$3.75)
	Link to look up out of state rates	Write in out of state county		Type in out of state rates			

NOTE: ESC Region 11 has a responsibility to provide services that assist our clients with operating more efficiently and economically. Likewise, it is imperative that our employees work to ensure that our own resources are used in a fiscally responsible manner. All expenses incurred by our staff are considered public records and are subject to public scrutiny. With this in mind, we should make every effort to demonstrate good stewardship of our financial resources when traveling on business in order to fulfill our mission and represent the ESC in the most positive light.