



Per Diem Form

(For Travel Occurring between
October 1, 2023 and September 30, 2024)

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	<input type="text"/>

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, 2023 and September 30, 2024

Key #	Primary Destination	County	Dates	Lodging	Meals	Meals - \$5 Incidentals	First & Last Day Meals
1	Unlisted County	Not Listed	Any	\$107.00	\$59.00	\$54.00	\$40.50
2	Arlington/Fort Worth/Grapevine	Tarrant, City of Grapevine	Any	\$175.00	\$64.00	\$59.00	\$44.25
3	Austin	Travis	10/1 - 3/31	\$184.00	\$64.00	\$59.00	\$44.25
4	Austin	Travis	4/1 - 8/31	\$170.00	\$64.00	\$59.00	\$44.25
5	Austin	Travis	9/1 - 9/30	\$184.00	\$64.00	\$59.00	\$44.25
6	Big Spring	Howard	Any	\$136.00	\$64.00	\$59.00	\$44.25
7	Corpus Christi	Nueces	Any	\$107.00	\$59.00	\$54.00	\$40.50
8	Dallas	Dallas	10/1 - 12/31	\$164.00	\$69.00	\$64.00	\$48.00
9	Dallas	Dallas	1/1 - 3/31	\$182.00	\$69.00	\$64.00	\$48.00
10	Dallas	Dallas	4/1 - 9/30	\$164.00	\$69.00	\$64.00	\$48.00
11	El Paso	El Paso	Any	\$107.00	\$59.00	\$54.00	\$40.50
12	Galveston	Galveston	10/1 - 5/31	\$107.00	\$64.00	\$59.00	\$44.25
13	Galveston	Galveston	6/1 - 7/31	\$142.00	\$64.00	\$59.00	\$44.25
14	Galveston	Galveston	8/1 - 9/30	\$107.00	\$64.00	\$59.00	\$44.25
15	Houston	Montgomery, Fort Bend, Harris	Any	\$122.00	\$69.00	\$64.00	\$48.00
16	Midland/Odessa	Midland, Andrews, Ector, Martin	Any	\$183.00	\$64.00	\$59.00	\$44.25
17	Pecos	Reeves	Any	\$134.00	\$59.00	\$54.00	\$40.50
18	Plano	Collin	Any	\$122.00	\$64.00	\$59.00	\$44.25
19	Round Rock	Williamson	Any	\$107.00	\$59.00	\$54.00	\$40.50
20	San Antonio	Bexar	Any	\$143.00	\$64.00	\$59.00	\$44.25
21	South Padre Island	Cameron	10/1 - 2/28	\$108.00	\$59.00	\$54.00	\$40.50
22	South Padre Island	Cameron	3/1 - 7/31	\$130.00	\$59.00	\$54.00	\$40.50
23	South Padre Island	Cameron	8/1 - 9/30	\$108.00	\$59.00	\$54.00	\$40.50
24	Waco	McLennan	10/1 - 2/28	\$107.00	\$64.00	\$59.00	\$44.25
25	Waco	McLennan	3/1 - 4/30	\$123.00	\$64.00	\$59.00	\$44.25
26	Waco	McLennan	5/1 - 9/30	\$107.00	\$64.00	\$59.00	\$44.25
27	OUT OF STATE		Any			(\$5.00)	(\$3.75)

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.

Updated 09/06/23