




MEMORANDUM

TO: Agency Directors

FROM: Mark Gordon, Governor. 

SUBJECT: Adjustment in the Federal Lodging Rate

DATE: September 8, 2023

I have been advised that effective October 1, 2023 the General Services Administration has adjusted the maximum federal standard Federal Lodging rate from the 2023 to the 2024 Fiscal Year. A copy of the adjusted rate schedule is attached.

Wyo. Stat. § 9-3-102(a) authorizes me to establish these 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; therefore, it appears to be practical to set Wyoming's rates at the federal reimbursement level.

Agency Directors are authorized to reimburse State employees at the new (federal) rate for travel on authorized State business after October 1, 2023.

However, Agency Directors shall carefully examine and monitor their budgets and travel.

cc: Kristi Racines, State Auditor
Eydie Trautwein, Deputy State Auditor
Joint Appropriations Committee

Encl.

 U.S. General Services Administration

FY 2024 Per Diem Rates for Wyoming

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cody	Park	\$162	\$162	\$162	\$162	\$162	\$162	\$162	\$162	\$282	\$282	\$282	\$282
Jackson / Pinedale	Teton / Sublette	\$207	\$207	\$207	\$207	\$207	\$207	\$207	\$207	\$384	\$384	\$384	\$384
Standard Rate	Applies for all locations without specified rates	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107

Meals & Incidentals (M&IE) rates and 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
Cody	Park	\$69	\$16	\$17	\$31	\$5	\$51.75
Jackson / Pinedale	Teton / Sublette	\$79	\$18	\$20	\$36	\$5	\$59.25
Standard Rate	Applies for all locations without	\$59	\$13	\$15	\$26	\$5	\$44.25