




MEMORANDUM

TO: Agency Directors

FROM: Mark Gordon, Governor 

SUBJECT: Adjustment in the Federal Lodging Rate

DATE: October 1, 2024

I have been advised that effective October 1, 2024 the General Services Administration has adjusted the maximum federal standard Federal Lodging rate from the 2024 to the 2025 Fiscal Year. A copy of the adjusted rate schedule is attached.

The Department of Defense sets rates for Alaska, Hawaii, U.S. Territories, and Possessions (OCONUS rates) and the State Department sets Foreign Rates. These rates are available via the links provided at the bottom of the per diem rates page on the General Services Administration website. The effective dates for these rates vary and are noted with each location.

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, 2024.

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

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

Encl.



FY 2025 Per Diem Rates for Wyoming

Daily lodging rates (excluding taxes) | October 2024 - September 2025

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 	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Cody	Park	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$190	\$190	\$190	\$190
Jackson / Pinedale	Teton / Sublette	\$212	\$212	\$212	\$212	\$212	\$212	\$212	\$212	\$420	\$420	\$420	\$420



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.

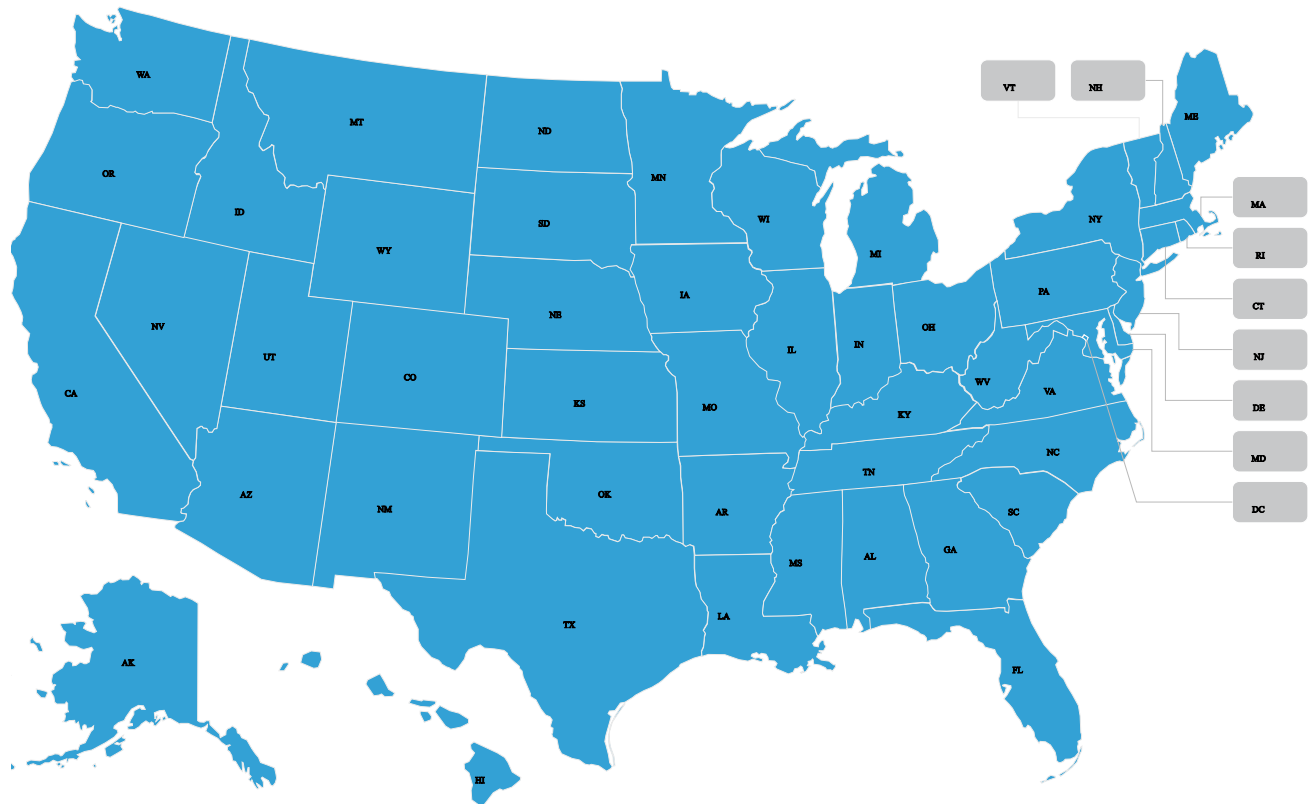
Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner+ Incidentals. Sometimes meal amounts must be deducted from trip voucher. See [More Information](#)

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	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Cody	Park	\$74	\$18	\$20	\$31	\$5	\$55.50
Jackson / Pinedale	Teton / Sublette	\$92	\$23	\$26	\$38	\$5	\$69.00



U.S. General Services Administration



The Department of Defense sets rates for Alaska, Hawaii, U.S. Territories, and Possessions (OCONUS rates).
Visit DoD site >
<https://www.travel.dod.mil/>

The State Department sets Foreign Rates.
Visit the State Dept Site >
https://aoprals.state.gov/web920/per_diem.asp

