

Effective January 1, 2026

* \$68 Standard Meal Rate applies to all destinations not specifically listed

Average Per Diem Rates are listed below

A full listing of domestic Per Diem Rates can be found online at www.gsa.gov

Current foreign Per Diem Rates can be found at

https://aoprals.state.gov/web920/per_diem.asp

**NJ TRANSIT
TRAVEL & BUSINESS REIMBURSEMENT GUIDELINES
FOR CONTRACTORS AND VENDORS**

GENERAL:

All overnight travel must be authorized in writing by the Project Manager. Overnight lodging expenses for New York City are prohibited.

These guidelines are subject to periodic review and adjustment by NJ TRANSIT.

1. Meals: NJ TRANSIT has adopted the IRS-established "Major Cities" method for meal and incidental travel expenses within the continental United States.

The following table shows the average per diem rates for meals and incidental expenses while on travel. The M&IE rates differ by travel location. View the per diem rates for your destination to determine which M&IE rates apply.

M&IE Total	\$68.00	\$74.00	\$80.00	\$86.00	\$92.00
Breakfast	\$16.00	\$18.00	\$20.00	\$22.00	\$23.00
Lunch	\$19.00	\$20.00	\$22.00	\$23.00	\$26.00
Dinner	\$28.00	\$31.00	\$33.00	\$36.00	\$38.00
Incidentals	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00

"Incidentals" as defined by the IRS include "fees and tips given to porters, baggage carriers, hotel staff, and staff on ships".

2. Conveyances: Travel expenses will be reimbursed subject to their reasonableness and subject to the following maximums (receipts required):
 1. Air-Fare: When authorized in writing and only at the prevailing coach rates. First class travel costs are not reimbursable.
 2. Rail or Bus: Only regular coach fares are reimbursable.
 3. Automobile: Mileage will be reimbursed at a rate of \$0.72 cents per mile if use of privately owned automobiles is authorized or if no government-furnished automobile is available. Mileage will be reimbursed at a rate of \$0.20 cents per mile if a government-furnished automobile is available. These rates are effective January 1, 2026. Mileage claims in excess of 30 miles one-way must be supported with documentation from a reputable online service (e.g. Map Quest). Gas, tolls and parking fees will be reimbursed only when validated by receipt.
3. Lodging: Reimbursed for single occupancy rates at reasonable, actual costs for the location. Lodging costs exceeding \$166.00 per night require prior approval of the Project Manager. The standard rate of \$110.00 per night applies for all locations without specified rates. These rates are effective October 1, 2025.