

# NEBRASKA

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DEPT. OF ADMINISTRATIVE SERVICES



Jim Pillen, Governor

September 27, 2023

To: AS State Accounting Financial Contacts  
AS State Accounting ICC  
AS State Accounting Pre-Auditors  
AS State Accounting Everyone

From: Philip Olsen, Administrator  
DAS State Accounting

CC: Lee Will, State Budget Administrator  
Dept. of Administrative Services

Subject: 2023-2024 Per Diem Meal Rate Update

State Statute § 81-1174 provides that requests for any meal expense incurred during travel status shall be paid or reimbursed pursuant to a percentage of the per diem rates of the federal General Services Administration (GSA).

Effective October 1, 2023, the federal GSA Per Diem rates are changing for some locations. The five rate tiers are remaining unchanged, and there have been no changes in rates for Nebraska locations.

The Administrative Services Expense Reimbursement Document (ERD) has been revised to reflect these rate changes. Please make sure to use an ERD with the updated rates for all State business travel activity beginning on or after October 1, 2023. The updated ERD is available at: [DAS Forms & Documents](#).

Please contact DAS teammate Nyla Thomsen ([nyla.thomsen@nebraska.gov](mailto:nyla.thomsen@nebraska.gov)) or Gail Witzki ([gail.witzki@nebraska.gov](mailto:gail.witzki@nebraska.gov)) if you have any questions.

A handwritten signature in cursive script that reads "Philip J. Olsen".

Philip J. Olsen, CPA

Administrator

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