

How to Estimate the Trip Cost

1. Navigate to the “Trip Calculator” located on the GSA.gov website (<https://www.gsa.gov/travel>).
2. Enter the trip details. Enter either the city and state or the zip code of the conference/convention location.
3. Select the “search” button on the lower right side.

The screenshot shows the GSA.gov website with the "PER DIEM LOOK-UP" form. The form is divided into two main sections: "1 Choose a location" and "2 Choose a date".

1 Choose a location:

- State: Texas
- City (optional): San Antonio
- OR
- ZIP: [Empty field]

2 Choose a date:

- Select fiscal year: 2025 (Current fiscal year)
- OR
- Travel start date (mm/dd/yyyy): [Calendar icon]
- Travel end date (mm/dd/yyyy): [Calendar icon]

At the bottom right of the form, there are two buttons: "Reset" and "Search". The "Search" button is circled in red.

4. Locate the daily lodging rate from the chart. For February 2025, the daily lodging rate is \$161/night.

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FY 2025 per diem rates for San Antonio, Texas

Change fiscal year: 2025 **2024** 2023 or [New search](#)

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](#).

Filter results...

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
San Antonio	Bexar	\$137	\$137	\$137	\$137	\$161	\$161	\$137	\$137	\$137	\$137	\$137	\$137

Showing 1 to 1 of 1 entries

5. Scroll down the page and locate the daily meals and incidentals (M&IE) column on the chart. In this case, the M&IE is \$74/day. **The first and last days are only 75% M&IE (\$55.50).**

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Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Filter results...

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
San Antonio	Bexar	\$74	\$18	\$20	\$31	\$5	\$55.50

Showing 1 to 1 of 1 entries

