

Per Diem for Normal Business Travel Meals and Incidentals

A per diem is provided to employees traveling on University business to cover meals and incidental expenses (including tips) upon completion of the travel. The University has adopted a High/Low per diem rate approach. The rates are set by the Cabinet. Twelve metro-areas listed below are eligible for the High rate. Except for those twelve High rate locations, the Low rate per diem will apply.

International meals and incidentals will continue to be reimbursed on an actual basis and upon submission of receipts.

This policy is effective for travel beginning September 1, 2009 and will be reviewed by May 1 of each year.

Per Diem High Low Meal Breakdown

	Low	High
	\$30	\$40
Breakfast	\$6	\$7
Lunch	\$8	\$11
Dinner	\$13	\$19
Incidentals	\$3	\$3

High Rate Locations

1. Arizona - Phoenix/Scottsdale
2. California – San Diego, San Francisco, and LA
3. Washington DC
4. Minnesota – Minneapolis/St Paul
5. Florida – Naples and Miami
6. Illinois – Chicago
7. Massachusetts – Boston/Cambridge
8. New York – NYC Metro area
9. Pennsylvania – Philadelphia
10. Virginia – Alexandria, Fairfax and Arlington
11. Missouri – Saint Louis
12. Texas – Dallas

The per diem rate includes incidentals such as:

- *Laundry, dry cleaning, and pressing of clothing
- *Fees and tips for persons who provide services, such as fees and tips given to porters, baggage carriers, bellhops, hotel maids, etc.

The full per diem rate may be claimed for each travel day that requires an overnight stay. Per Diem is a maximum daily allowance. Please adjust your per diem on travel days or in instances when meals are provided.

The actual expense for meals and incidentals will not be reimbursed and therefore, receipts should not be submitted to the Accounting office.

Meals may not to be charged to the University P-card. They must be paid for with personal funds because these expenses are covered by the per diem. Groceries will not be reimbursed for meals/lodging in personal residences.