

Travel

Administration and Finance

Meals and Lodging

Per Diem Rates

Per diem is a fixed daily allowance for meals and/or lodging. Lodging and meal receipts are not required when claiming per diem. In order to be eligible to claim per diem, employees must travel at least 15 miles from their designated post of duty unless otherwise approved, excluding El Paso, Texas.

The per diem rate allowed is based on the rate for the location where the business event occurred. Use the applicable Per Diem Table to determine the destination rate. If the City or County destination is not listed the Standard Per Diem Rate as follows will be used.

Type of Travel	Standard Per Diem Rate	Per Diem and Meal Rate Table
In-State	\$123.00 per day	Domestic Per Diem BPM Appendix 5C-B
Out-of-State	\$123.00 per day	Domestic Per Diem BPM Appendix 5C-B
Out-of-Country, Alaska & Hawaii	Use "other" on rate table	Foreign Per Diem BPM Appendix 5C-C

Meal and lodging expenses may NOT be direct billed to the University. These expenses must be paid for by the employee and subsequently be reimbursed in accordance with University policies.

Actual Lodging Expenses, Plus a Scheduled Meal Reimbursement (in lieu of per diem)

For travel when actual lodging expenses are reimbursed, meals are reimbursed on per diem basis based on the applicable destination (see Per Diem and Meal Rate Table above). If the city or county destination is not listed, the Standard Meal Rate of \$46.00 will be used. For travel outside the continental United States, use the Foreign Per Diem Table.

Partial Day Rates

Partial day rates, whether or not overnight lodging is required:

Meal Allowance for Partial Day Based on Location Rate							
Partial Period	% of Per Diem Allowed	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	\$71.00
0.1–5.9 Hours	25%	11.50	12.75	14.00	15.25	16.50	17.75
6.0–11.9 Hours	50%	23.00	25.50	28.00	30.50	33.00	35.50
12.0–24.0 Hours	100%	46.00	51.00	56.00	61.00	66.00	71.00

For travel outside the continental United States, partial day cost breakdowns, are determined by the above percentages. If the destination is not specifically listed, use the rate listed under "other" for the Country or State.

Requests for reimbursement where overnight stay is not required should be reasonable in nature, such as travel during meal times.

Individual Meal Costs Included in Per Diem

Meal Rate by Location							
Individual Meal	% of Per Diem Per Meal	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	\$71.00
Breakfast	20%	9.20	10.20	11.20	12.20	13.20	14.20
Lunch	30%	13.80	15.30	16.80	18.30	19.80	21.30
Dinner	50%	23.00	25.50	28.00	30.50	33.00	35.50

The following schedule provides the individual meal costs included in the per diem:

For travel outside the continental United States, individual meal cost breakdowns are determined by the above percentages. If the destination is not specifically listed, use the rate listed under "other" for the Country or State.