

PER DIEM RATE REQUEST FORM INSTRUCTIONS

Meals – Per Diem Rates

Employee travel cost for meals may be reimbursed before or after an approved conference travel. Per diem meal rates are determined by utilizing the U.S. General Services Administration (GSA) federal rates and are updated every October. Per diem rates vary by geographic area and must be verified by traveling staff prior to travel dates. **A copy of the GSA per diem meals rates must be attached with Per Diem Request Form.**

Per Diem Claims

If you choose to use the per diem rate, you must submit the Per Diem Request Form, either before or after your travel. **You may not request the per diem for any meals included in the conference.** Employee advances are only made based on the allowable per diem rates. An employee may use an **expense claim** after the travel for other reimbursable costs but not for per diem rates.

Start and End Time

Note the start and end time of the departure and return day. Per Diem meal reimbursements start and end based on the start and end of travel from the point of origin. On the departure day, a meal per diem would be paid for a meal when the start time is on or before the stated time. On the return day, the meal per diem is paid if the trip ends on or after the end time.

Travel Day	Start/End Trip
Breakfast	On or Before 6 am
Lunch	On or Before 12 pm
Dinner	On or After 6 pm
Whole Day(s) Travel	All Meals (less meals provided)

Mileage Reimbursement

Mileage reimbursements can be provided to staff who have been approved to use their own personal vehicle to attend approved conference travel or other approved work related duties. Mileages rates are determined by utilizing the federally approved rate provided by the Internal Revenue Service. Rates are updated at the beginning of the calendar year. **A copy of Google Maps or MapQuest showing the distance traveled must be attached with Per Diem Request Form.**

When determining allowable mileage, employees are required to use either their home or work site as the starting point and use the conference/meeting location as the ending point. Employees must use the closest of the two distances when claiming for mileage reimbursement.

Other Reimbursable Costs

Flight travel expenses, taxicab fares, telephone calls, lodging taxes, parking fees, and road tolls may be reimbursed. **Tips will not be reimbursed as they are considered incidental costs.** Approved expenses must be reimbursed with an **expense claim** with proper documentation, which includes approved travel request form and actual itemized receipt.

ACCOUNTABLE PLAN

You are responsible for reporting any advance per diem that should be returned to RSUSD for meals provided at a conference or cancelation of conference or travel.