



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT

TRAVEL

SUB-TOPIC

**PER DIEM, Continued**

**Computation of Per Diem Allowance**

For the purpose of calculating per diem only, an employee's designated headquarters is the area within the city limits of the town in which his/her headquarters is located or if not within the incorporated limits of a city then within a radius of five miles of the place at which the employee is required to maintain his/her official headquarters. Per diem is not payable for travel to any cities, towns or independent subdivisions surrounded by the employee's designated headquarters.

In computing per diem allowances, the actual time of departure from designated headquarters (city limits) and arrival to designated headquarters must be shown for each trip.

If an employee passes through his/her designated headquarters "nonstop" from one point to another, and this constitutes the shortest line of travel, he/she will be considered on continuous duty for purposes of per diem from the initial departure point to the destination.

**A. Computation of In-State Per Diem**

1. Per Diem Not to Exceed \$121 - In-state, employees may be reimbursed for the actual cost of lodging not to exceed eighty-five dollars (\$85) per day and the actual cost of meals not to exceed thirty-six dollars (\$36) per day.
2. The actual lodging receipt is required. If the receipt is lost, a copy of the receipt or a credit card slip will be accepted as proof of payment.

**EXCEPTION FOR CONFERENCE HOTEL PER DIEM:** When a UTD traveler attends a conference, the actual expense for the conference hotel cost may exceed the federal per diem by up to 50% without requiring special approval. Local funds must be used for the difference between the normal hotel per diem and the actual expense. When traveling in Texas, the hotel per diem maximum is currently \$85. Under this revised policy, a UTD traveler could stay at a conference hotel as long as that cost did not exceed the current \$85 by more than 50%. We would reimburse the actual expense up to \$127.50 for conference hotels in Texas.

**NOTE:** Employees are exempt from paying the Texas State Hotel Occupancy Tax. Tax exemption certificates (see Exhibit B13 or Exhibit E8 in the Purchasing Section) are available from Procurement Management (Extension 2300) and should be presented to the hotel at the time of registration.