



SUB-TOPIC

PER DIEM, Continued

B. Computation of Out-of-State Per Diem

Meals and Lodging - Employees traveling out-of-state, within the continental United States, receive a locality-based allowance for meals and lodging. The locality allowance is the rate established in the Federal Travel Regulations (see Exhibit B7) used by federal employees. Employees traveling to localities not listed in the federal guidelines receive the median rates established in that state for meals and lodging.

Localities are defined as key cities within a state and may include the county the key city is in plus other surrounding counties. A locality includes all locations within or entirely surrounded by the corporate limits of the key city and the boundaries of any listed counties, including independent entities located within the boundaries of the key city and any listed counties.

The allowance rate equals actual lodging plus meals **not to exceed** the maximum amount set for each locality. **Receipts for lodging are required.** The rate for meals depends on the locality. The total amount set for meals and lodging may not be exceeded. A greater amount may be claimed for lodging but the meal claim must be reduced by the additional amount claimed for lodging.

C. Direct Billing of Lodging Cost for Conferences or Seminars

State agencies may be billed by commercial lodging establishments for the **lodging** expenses of their employees when attending conferences or seminars. This provision is effective only when an agency sends more than one employee to a conference or seminar. Reimbursement for lodging is limited to the maximum amounts allowed for lodging in-state and out-of-state.

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.