



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

TRAVEL

SUB-TOPIC

PER DIEM

General Rules

Per diem is defined as a maximum daily rate of payment for actual expenses incurred for meals and lodging and may be reimbursed as a result of official University travel.

A. Conditions When Per Diem is Not Allowed

An employee may not receive payment for meals and lodging when the employee is:

1. At his/her designated headquarters,
2. Absent from his/her duty position for personal reasons (i.e., due to illness, family emergency, repairs to a personal automobile, etc.),
3. Absent from his/her duties for any reason not connected with official University business, or
4. **Away from his/her designated headquarters when the travel does not include an overnight stay.**

B. Personal Business on Official Travel

When an employee on official travel conducts business not connected with his/her official duties for the University, that employee must clearly show on the Travel Voucher that he/she is absent for personal reasons. The hour and date of departure from official business must be shown as well as the hour and date of return to official business.

C. Authorized Reduction of Per Diem Allowance

when conditions warrant, and based upon University established rates, persons authorizing travel may reduce the daily per diem allowance of an employee, provided that employee is notified of the reduction prior to incurring any travel expense. The intention is that employees whose living costs are unusually low when engaged in official travel, such as those using camping facilities, staying with friends/relatives, etc., need not be paid the full per diem allowance.