



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

Effective 1/1/10, use the federal meal and lodging reimbursement schedule for in-state travel at the [U.S. General Services Administration](#).

For areas not listed, the in-state rates are unchanged: up to \$85 for lodging and up to \$36 for meals. Reimbursements are based on actual expenses and are not a "flat rate".

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. However, for travel on state funds, the reimbursement is limited to the Federal per diem by the [U.S. General Services Administration](#). Any hotel expense overages for travel on state funds require local funds to be used for the difference between the Federal hotel per diem and the actual expense.

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.