



ADMINISTRATIVE

POLICIES AND PROCEDURES MANUAL

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4

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SUBJECT

TRAVEL

SUB-TOPIC

PER DIEM, Continued

D. Daily or Weekend Return to Headquarters

An employee in travel status may return to headquarters daily or on the weekend instead of remaining at duty point if the cost of returning to headquarters is less than or equal to the cost of remaining at duty point.

The lowest cost rule also applies to an employee who leaves one duty point and returns to headquarters before reporting to a new duty point.

An employee who is required to return to headquarters for state business is reimbursed for the actual cost of transportation. If more than one employee returns to headquarters in one of the employees' own personally-owned automobiles, the expense of each employee will be included in the comparison of mileage to duty point expenses.

E. Per Diem Not Payable

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

1. At his/her official designated headquarters,
2. Absent from duty point for personal reasons such as illness, family emergency or car trouble,
3. Absent from duty point for any reason not connected with duties of the employee's agency, or
4. **Away from designated headquarters when the travel does not include an overnight stay.**

The employee must show the hour and date of departure from duty point and the hour and date of return to duty point. **NOTE:** An exception may be granted at the discretion of the President, Provost or appropriate Vice President to UTD individuals serving as Host or Program Committee Chair for an approved conference. Local funds must be used for these exceptions.

F. Discontinuance of Travel Due to Mechanical Failures

An employee may not receive per diem or mileage when state business is interrupted due to mechanical failure of a personal automobile. Once the automobile is repaired and the employee returns to state business, per diem and mileage may be claimed.

NOTE: All limitations/rules apply to local funds as well as state funds.