



Summary of Statewide Travel Policy Changes Effective 10/01/16:

Minor clarifications were made to the Statewide Travel Policy regarding Meals Per Diem

Section 4.4

- The following clarification was added after paragraph 1:
 - Reasonable incidental travel expenses, also known as incidentals, are reimbursed separately from Per Diem Rates for In State or Out of State travel; incidental travel expenses are included in International Per Diem Rates and are not separately reimbursed. ([See Appendix D](#))

Policy Effective Date 03/01/16:

4.4 Meal Per Diem During OVERNIGHT Travel

Employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel status **other than** the day of departure and the day of return.

Travelers are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$28 total reimbursement, \$21.00 would be allowable on a travel departure or return day ($\$28 \times .75 = \21 .) As a result, the time of departure and time of return are not considerations for calculating the Meal Per Diem when associated with overnight travel.

For trips involving multiple travel destinations, base the reduction on the per diem rate in effect where the night was spent, as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night before returning to your Residence or Primary Work Station.

When meals are provided to an employee in conjunction with travel events on a travel departure or return day, the full meals per diem reimbursement rate is reduced by the amount of the provided meal(s) before the 75% proration. For example, if the per diem allows a \$28 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$15.75 [$(\$28 - \$7 \text{ lunch}) \times .75 = \15.75].

New Policy Effective 10/10/16:

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When meals are provided to an employee in conjunction with travel events on a travel departure or return day, the full meals per diem reimbursement rate is reduced by the amount of the provided meal(s) after the 75% proration. For example, if the per diem allows a \$28 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$14 [$\$28 \times .75 = \21 less \$7 lunch = \$14.00].