

## Per Diem Guidelines for PGBS Faculty

Faculty members now have the option to receive per diem during their travel to conferences or while on university business.

Per diem is an allowance for meals, lodging, and incidental expenses for faculty traveling domestically or internationally. Faculty can request per diem instead of submitting receipts for meals and lodging expenses.

*\*\*\*Please Note: The per diem rates only apply to lodging, meals, and incidentals. Other travel expenses, such as air tickets, ground transportation, car rentals, etc., are processed as reimbursements requiring appropriate receipts.\*\*\**

The per diem option provides additional flexibility by eliminating receipts needed for expense substantiation. Faculty members who choose to receive per diem during their travels would receive per diem for the duration of their trip.

The University's per diem rates are based on the [US General Services Administration](#) for domestic travel and the [US Department of State](#) for international travel.

These rates are set by fiscal year and are specific to the location where the expense is incurred. Faculty members who select per diem reimbursement will receive a per diem rate for lodging, meals, and incidentals for the duration of their trip.

Faculty may NOT ask for per diem for some days and reimbursement for other days.

## Faculty Per Diem Reimbursement

Faculty do not need to provide any receipts when asking for per diem.

PGBS Finance will determine the validity of travel based on the faculty member's approved fund request form. Once the trip is validated, faculty members can receive per diem without providing additional receipts for lodging or meal reimbursements.

## Travel Days

The first and last travel days are limited to 75% of the daily per diem rate for meals and incidentals. Per diem is calculated based on daily rates while on University business.

For a 3-day conference requiring two days of travel, per diem will be provided at 100% for three days plus the first and last travel days at 75% of the per diem rate for meals and incidentals. *In total, five days.*

Faculty members must indicate their first and last travel dates to adjust per diem rates as needed.

## Examples of Per Diem Rates

### Lodging

Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Chicago	Cook / Lake	\$218	\$218	\$134	\$134	\$134	\$134	\$216	\$216	\$216	\$187	\$187	\$218

### Meals/ Incidentals

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Chicago	Cook / Lake	\$79	\$18	\$20	\$36	\$5	\$59.25

## **Lodging Exceptions**

If faculty find hotels at their conference or areas around the conference venue to exceed the per diem lodging rate, faculty may ask for a lodging exception. Lodging exceptions will be reviewed on a case-by-case basis and will need to be approved prior to being processed.

Faculty are required to provide a clear rationale for their hotel choices and why additional money should be given above the per diem rate.

Faculty members must include a lodging payment receipt to substantiate their lodging exemption.

***Per diem lodging exceptions should be approved in advance.***

## **Meal Exceptions**

If faculty accepts or receives complimentary meals, the per diem rate will be adjusted based on the meals provided.

### **Breakfast**

*The per diem rate will exclude this in the calculation if breakfast is provided.*

### **Breakfast and Lunch**

*Faculty will not receive per diem for that day* and will be reimbursed for dinner with appropriate receipts.

***Please submit any dinner receipts through the reimbursement form.***