

Foreign Travel Per Diem Method Reimbursement

The College uses the U.S. State Department per diem tables as a guideline for limits on foreign travel reimbursements. Foreign travel is any travel outside the United States and the U.S. possessions of Guam, Puerto Rico, and the U. S. Virgin Islands.

Using the Per Diem Method

Travelers may request reimbursement for lodging and/or meal expenses using a per diem method. The reimbursement will be based on the number of days traveling, the location of travel and the per diem rate in effect for that location and time. With per diems, there is no need for travelers to retain lodging and meal receipts. There is no need for currency conversion because the rates are in U.S. dollars.

Selected days in a location cannot be at actual cost while others are at per diem. However, travelers may use the meals per diem and claim actual lodging expense for a location, or vice versa. **Travelers opting for the per diem method reimbursements should not use a College-issued corporate card to pay for those expenses.**

What Expenses are Included in the Per Diem?

Per diem rates are set by city within a country and are subject to change monthly. Each locale has separate lodging and meal rates, as well as a combined daily rate.

The lodging per diem is intended to substantially cover the cost of lodging at adequate, suitable and moderately-priced facilities.

The meals per diem is based on the costs of an average breakfast, lunch, and dinner in a locale, including taxes, service charges, and customary tips plus an additional amount to cover incidental travel expenses such as laundry and dry cleaning. Meals for family and friends may not be included when using per diems.

When meals are covered by a registration fee or paid by a third party, the per diem rate claimed that day should be reduced. Similarly, an adjustment to the amount claimed should be made for meals consumed on the airplane at no cost to the traveler. The following allocations should be used when making deductions for meals not purchased:

Component of Daily Meals Per Diem Rate	
Breakfast	20%
Lunch	30%
Dinner	50%

What Expenses are Not Included in the Per Diem?

Transportation costs such as airfare, rail fare, taxis, rental cars, etc are not included in the per diem and are reimbursable via the same receipt method as domestic travel (see "Ground Transportation" section of the [Expense Reimbursement Policy](#)).

How to Get Reimbursed

The per diem rate establishes the maximum amount of lodging and/or meal expenses eligible for reimbursement. As long as the lodging and/or meals reimbursement does not exceed the per diem, travelers are not required to retain those receipts. **If the approved travel budget is less than the per diem, the approved budget will determine the amount eligible for reimbursement.**

College policy does not permit the use of per diems for domestic travel. If a trip includes travel to a U.S. city prior to or following travel to a foreign country, those expenses should be claimed using actual costs.

Step-by-step Instructions for Using the Foreign Travel Per Diem Method Reimbursement Form

Step 1: Complete the top section of the form (Payee, Ext, Department). If the travel is to be charged to more than one Project, enter both Project numbers and indicate the desired % allocation to each Project.

Step 2: The Business Purpose section is a required field and must indicate how the travel relates to activities of the College.

Step 3: If requesting support from the Dean's Conference Travel Fund, select the "yes" radio button, otherwise skip to the Meals and Lodging Per Diem Calculator section. If requesting 100% reimbursement from the Dean's Conference Travel Fund, the nature of the participation must be indicated in the field provided. Those who present papers or serve as panelists may request 100% reimbursement up to the maximum allowance; others may request 80%.

Step 4: Find the per diem rate for the location(s) of travel at http://aoprals.state.gov/web920/per_diem.asp. Be sure to select the correct month from the drop down menu at the top of the page. If the actual travel dates occurred in more than one month, select the month associated with the first day spent in any location. If a city is not listed, use the "other" rate that appears at the end of the listings for that country. If an unlisted city is a suburb of a major city, the rates for the major city can be used. Print the per diem page as a reference and attach to the Foreign Travel Reimbursement Form.

Step 5: Complete the Meals and Lodging Per Diem Calculator section: Enter location, dates of travel and number of days* in each destination. Enter the per diem rates obtained in step one in the "Per Diem Rate" columns.

*The number of days should be pro-rated using the "Component of Daily Meals Per Diem Rate" table for meals not purchased.

Step 6: After completing Step 5 for all destinations, the form will automatically calculate the "Adjusted Totals" for Lodging and Meals, representing the maximum per diem-based reimbursement respectively. Enter the

"Total Requested Reimbursement" for both Lodging and Meals. The requested totals cannot exceed the per-diem based Adjusted Totals.

Step 7: Print the form. Attach proof of travel that supports dates and location(s), such as an airline ticket or a boarding pass. Sign and date the bottom and submit the form along with the US State Department per diem rates to the Dean's Office for approval.