

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

- Overview
- Policy
- Procedure
- Forms
- Additional Information
- Contact Information

MEAL PER DIEM REIMBURSEMENT

4.5

REV 05/05

Finance and Administration

425.352.5235

OVERVIEW

UWB reimburses meals and incidental expenses (M&IE) on a per diem basis, as per the U.S. General Services Administration and U.S. Department of State foreign and domestic per diem schedules. Receipts are not necessary in most cases.

POLICY

University employees traveling on University business are provided a daily standard allowance for meals and [incidental expenses](#), regardless of the actual cost of meals, as per the [UW Travel Policy](#).

PROCEDURES

Meals are reimbursed on a per diem basis, based on the time you enter and leave travel status. The standard rate is \$31 per day for meals, which breaks down to \$8 for breakfast, \$9 for lunch, and \$14 for dinner. Some U.S. cities are considered [high cost](#), and thus have a higher per diem. Cities outside the continental United States have a [separate per diem schedule](#). For the higher cost and foreign cities' per diem, 25% is allowed for breakfast, 30% for lunch, and 45% for dinner, all rounded to the nearest dollar.

Partial days in travel status are reimbursed as follows:

- When you go into travel status by departing from your **home or work**:
 - Before 8:00 a.m., you may be reimbursed for breakfast, lunch, and dinner
 - After 8:00 a.m. but before 2:00 p.m., you may be reimbursed for lunch, and dinner
 - After 2:00 p.m. but before 6:00 p.m., you may be reimbursed for dinner
- When you come off travel status by returning to your **home or work**:
 - By noon, you may be reimbursed for breakfast
 - By 6:00 p.m., you may be reimbursed for breakfast and lunch
 - After 6:00 p.m., you may be reimbursed for breakfast, lunch, and

dinner

- For the day you leave on your trip, use the per diem schedule specified for the location where you will spend the night.
- For the day you return from your trip, use the per diem schedule specified for the last location where you stayed overnight.

Exceptions:

You may be reimbursed for the actual cost of the meal (if it exceeds the allowed per diem amount) if the meals are conference or seminar sponsored and have speakers or pertinent roundtable discussions. Enter this expense under the miscellaneous section on the [TEV](#) since the per diem fields are only for the food allowance. Add a clear explanation on your [TEV](#) and attach the conference itinerary as supporting documentation. Do not also claim the per diem amount for that meal.

The University does not reimburse per diem for meals during normal work days, meals provided in the cost of lodging, meals for other people, or meals included in conference fees.

Meals **are not** reimbursed if a meal is provided at a conference the traveler is attending. The only exception to this (meal will be reimbursed) is if the conference is providing only a continental breakfast.

Reimbursement:

On your [Travel Expense Voucher](#) list the appropriate amounts for the appropriate meals (field 23 on the TEV). On the days you enter or leave travel status, list your departure and arrival times to confirm your eligibility for per diem reimbursement.

FORM

Travel Expense Voucher (TEV)

<http://www.washington.edu/admin/travel/forms.html>

ADDITIONAL INFORMATION

[GSA Per Diem Rate Information](#)

[GSA Per Diem Rates](#)

CONTACT INFORMATION

[F&A Travel Coordinator](#) – 425-352-5235