

Meals While Traveling on University Business FAQs

Frequently Asked Questions

<p>Why is this policy being changed?</p>	<p>Feedback from areas across campus suggests a per diem option is highly desirable. Travelers have found in some instances, such as when traveling to remote locations, it has been difficult to obtain receipts. Some employees have indicated that they find it burdensome to maintain meal receipts while traveling. The per diem option will provide an alternative for travelers who find the current process cumbersome and will streamline the reimbursement process so that requests can be processed more quickly.</p>
<p>What is a per diem?</p>	<p>A per diem is the amount provided to cover the cost of meals and incidental expenses incurred while traveling on University business. Per diems are typically provided after completion of travel.</p>
<p>What are “incidental expenses?”</p>	<ul style="list-style-type: none"> • Taxes on meals • Tips on meals • Tips to hotel staff such as porters, housekeeping, and baggage carriers • Snacks
<p>How do I determine the appropriate per diem amount to use when traveling in the United States?</p>	<p>For domestic travel, please visit the US General Services Administration per diem website http://www.gsa.gov/portal/content/104877 , type in the city and state, or zip code of the destination city and review the M&IE section of the table.</p>
<p>How do I determine the appropriate per diem amount to use when traveling internationally?</p>	<p>For international travel, please visit the US Dept. of State per diem website https://aoprals.state.gov/web920/per_diem.asp , and select the country from the list. The cities for the selected country will be displayed. Review the M&IE section of the table for the destination city.</p>
<p>The federal per diem table shows a lodging per diem rate. May I claim the per diem allowance for lodging?</p>	<p>No, per diem rates may not be used for lodging. Actual receipts should be submitted to receive reimbursement for hotel and lodging expenses.</p>
<p>If my destination city/town is not listed in the table, what rate do I use?</p>	<ul style="list-style-type: none"> • When traveling domestically and the city/town is not listed in the table, please use the current standard daily rate of \$51. • When traveling internationally, the table provides an “Other” rate for each country. Please use this rate.
<p>May I request the per diem before I leave on my trip?</p>	<p>Generally, no. The per diem is typically reimbursed after completion of travel.</p>
<p>Who may use the per diem?</p>	<p>Most faculty, staff, and students may be reimbursed using per diem rates, unless your school or division has instituted a more restrictive policy.</p>

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<p>How do I receive the per diem for my trip?</p>	<p>Upon completion of your trip, complete a Travel and Expense Reimbursement Request through BannerWeb in order to receive the reimbursement. *A print screen from the federal per diem table of the per diem used should accompany the reimbursement request when sending it to Accounts Payable for processing.</p>
<p>Are receipts required when using the per diem allowance method?</p>	<p>No. A print screen of the per diem rate(s) for your destination city/cities is all that is needed.*</p>
<p>Are partial meal allowances allowed?</p>	<p>Yes. In cases where a meal was included as part of a conference or meeting registration fee or was purchased by a colleague who will be reimbursed separately for the cost, you should reduce your daily per diem amount by the percentage of the rate allocable to that meal — 20% for breakfast, 30% for lunch, or 50% for dinner. Please see the example at the end of these FAQs.</p>
<p>If my flight leaves Richmond at 11:00 a.m., should I claim the per diem for the entire day?</p>	<p>No. For partial travel days, such as on the first or last day of your trip, you should claim only the portion of the per diem for the meals that were purchased while traveling. In this example, if you purchased lunch and dinner while in travel status, you may claim 80% of the daily per diem amount.</p> <p>Please see the example of the partial day allowance breakdown at the end of these FAQs.</p>
<p>If I am traveling to multiple cities in a single day, which per diem rate should I use?</p>	<p>Use the highest per diem rate of the cities traveled to that day.</p>
<p>If I purchase a meal during a layover in the airport, what per diem rate should I use?</p>	<p>Use the per diem rate for your destination city.</p>
<p>If I attend a conference which provides meals, am I required to provide documentation on which meals were provided?</p>	<p>No documentation is required for meals provided by outside parties, such as conferences, colleagues, or other third parties. You should reduce the daily per diem amount by the appropriate meal percentage — 20% for breakfast, 30% for lunch, or 50% for dinner.</p> <p>Please see the example at the end of these FAQs.</p>
<p>If I am paying for myself and someone else, such as a co-worker, may I claim the per diem allowance for each of us?</p>	<p>No. When paying for a meal for yourself and someone else, you should claim the actual meal expense and provide the actual meal receipt. The per diem should not be claimed for this meal.</p>
<p>If I purchase a meal for a group but I want to use the per diem rate for the rest of my meals during the trip, is this allowed?</p>	<p>Yes. You may submit the actual receipt for the group meal and claim the per diem allowance for the rest of your meals.</p>
<p>If I purchase a meal for a group, what information should I provide to receive my reimbursement?</p>	<p>The actual receipt should be provided, along with a list of attendees for the meal, if under 10 people. For groups of 10 or more, include a general description of the group, e.g., “football team” or “Controller’s Office staff.”</p>
<p>If I am using the per diem rate, may I submit a separate reimbursement request for snacks purchased while traveling?</p>	<p>No. Snacks are covered by the “incidental” portion of the per diem rate.</p>

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If the per diem is not enough to cover all of my meals, what do I do?	It is recommended that you check the per diem rate for your destination city/cities before you leave for your trip. If you believe that the rate will not cover your anticipated meal costs for the entire trip, you may elect to submit your actual meal receipts for expenses incurred over the course of the trip. Please note that the federal per diem rates are designed to cover the reasonable costs of meals incurred while traveling and should be sufficient for most travelers.
If I elect the per diem method and spend less than the allowance amount, should I reduce the amount of my reimbursement request?	No. You should request reimbursement for the entire per diem, unless meals were paid by a third party such as a colleague or conference host.
My department does not have enough budget available to reimburse me for the entire per diem rate. May I claim less than the allowance?	Divisions or schools may choose to reimburse travelers for less than the per diem rate. This internal policy should be documented and shared with the traveler prior to the trip.
Will all departments be required to allow employees (or students) to use the per diem allowance method?	Divisions or schools may choose to not permit use of per diems. If this is the case, your school or division should notify you of this departure from the University's policy.
May a department establish a per diem rate that is different from this policy?	Divisions or schools may establish per diem rates that are less than the federal per diem rates; however, they may not establish rates that are higher than the federal rates. The lowest federal per diem rate is currently \$51 per day.
If I decide to use the per diem allowance method for my trip, do I have to use this method for all of my future trips?	No. You may choose a different method for each trip. However, you may not mix methods on any one trip, i.e., if you elect the per diem method, you must use this method for your entire trip, except for group meals, as explained in the policy.
If I decide to use the receipt method for meal reimbursements, how do I request reimbursement?	Upon completion of the trip, complete the Travel and Expense Reimbursement Request through BannerWeb. Receipts must be attached to the form before sending to Accounts Payable for processing.
If I elect to use the receipt method and I lose a receipt, may I claim the per diem allowance for that meal?	No. If you lose a receipt, you may request the per diem allowance for all meals on the trip or you may request reimbursement for only the receipts you have on hand. You may not mix the two methods.
If I elect to use the receipt method and I lose a receipt, may I submit the Missing Receipt Form?	No. Missing Receipt Forms will no longer be accepted when seeking reimbursement for meals taken while traveling. If you lose a receipt, you may request reimbursement for the receipts you have on hand or you may seek reimbursement by using the per diem allowance for all meals for that trip.

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If I purchase a meal using a University credit card, how do I claim the per diem allowance?	<p>If you prefer to claim the per diem, you must pay for your meals and incidental expenses out of pocket, i.e., you may not charge those expenses to your University card. The only exceptions would be for group meals or for business entertainment expenses incurred while traveling, e.g., a gift officer takes a prospective donor to lunch. Those items must be documented in accordance with the current University card policy.</p> <p>Upon completion of your trip, complete a Travel and Expense Reimbursement Request through BannerWeb in order to receive the reimbursement. *A print screen from the federal per diem table of the per diem used should accompany the reimbursement request when sending it to Accounts Payable for processing.</p>
If my expenses will be charged to a federal grant and I use the per diem allowance method, may I purchase alcohol?	Alcohol may not be purchased on a federal grant.
If my expenses will be charged to a federal grant and I am no longer required to provide the detail receipt showing what was purchased, how will you verify that alcohol was not purchased?	If traveling on a federal grant, when your reimbursement request is prepared, please include a statement that alcohol was not purchased.

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***Example of M&IE table/print screen to be included with reimbursement request. The M&IE rate for Richmond is \$64.**

The following rates apply for Richmond, Virginia

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)	
		2015			2016										
		O c t	N o v	D e c	J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p		
Richmond	City of Richmond 1	\$12	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$64



****If a meal is provided for a traveler, then he/she should reduce the per diem allowance by the percentage listed below.**

Breakfast	20%
Lunch	30%
Dinner	50%

Example: If the per diem allowance rate is \$64 and the conference provides breakfast on the first day, the per diem allowance should be reduced by 20% or \$12.80. The per diem rate that may be claimed for that day is \$51.20 (\$64 - \$12.80 = \$51.20).

For the above example, the Meals and Lodging section of the BannerWeb Travel & Expense Reimbursement Request should be completed as follows:

Date	11/12/15	11/13/15	11/14/15
Lodging			
Meal 1 Receipt			
Meal 2 Receipt			
Meal 3 Receipt			
Daily Per Diem Rate	51.20	64.00	64.00
TOTALS	51.20	64.00	64.00

