

Per Diem Need to Know

Travel reimbursement at Tufts can take two forms:

- a. Reimbursement for actual costs incurred via original receipts
- b. Per Diem for meal and incidental expenses (M&IE)

The Corporate Card cannot be used to pay for Meals & Incidentals when taking per diem allowances

The following table provides information about what receipts are/are not needed M&IE for Per Diem Reimbursement

Type of Expense	Receipt Needed?	Receipt Needed?
Hotel	Yes	
Rental Car	Yes	
Transportation (Taxi/limo, bus, etc..)	Yes	
Laundry	Yes, unless travel is outside the US, then NO.	
Mailing costs		No
Meals, snacks, coffee, etc..		No
Tips to any airport porter, hotel maid, bellhop, etc.		No

Items inside the red box constitute M&IE per the IRS.

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Where are the per diem rates listed?

Per diem rates for the continental United States (CONUS) as well as travel to Alaska, Hawaii and U.S. territories and possessions (OCONUS) are established by the Department of Defense and are available at the following link:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Per diem rates for travel outside the continental United States are set by the State Department. Specific rates and information can be found at the following link:

http://aoprals.state.gov/content.asp?content_id=184&menu_id=81

If you are using [e-Expense](#) to complete your report you can use the [per diem wizard](#) to populate the amounts. There is no need to go to the above sites.

The method of reimbursement (per diems or actual receipts) must apply to the entire trip.

First and Last Travel Dates

Per the U.S. [General Services Administration](#), per diem rates are **reduced to 75%** of the listed amounts on the departure and return dates. Please remember to account for this when calculating the traveler's reimbursement.

Per Diem travel on Sponsored Grants is allowed unless the terms & conditions of the award state otherwise.

Permissions

It is recommended that travelers consult with their school financial officers to ensure that the local rules of the school or division permit per diem reimbursements.

Questions?

If you have questions, please contact Peter Barone at extension 7-3356 or send email to peter.barone@tufts.edu. Our website has been updated to reflect this change to policy and can be found at <http://finance.tufts.edu/accpay/travel-policy/>.