

# Research and University Foundation Travel–Quick Check

Revised 12/31/2014

For detailed information and foreign travel exceptions  
see the [Foundation Travel Policy](#)

## Actual Meal Expenses

For continuous short-term travel of MORE than 24 hours but less than 31 days beginning with the traveler's time of departure and return, the following maximum rates are allowed: **The standard rates apply to all locations in the US except those specifically listed in the GSA state tables To claim higher than the standard rate, a copy of the GSA state table(s) with the location(s) highlighted must be attached to the travel claim.**

Per Diem rates for Alaska & Hawaii are here: [www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)  
Use the “Local Meals” column for per diem rates. [Meals & Incidental Expense breakdown.](#)

### Per Diem Rates Effective October 1, 2014

| Trip Duration               | Standard Rates-GSA                     | Locations in GSA Tables              |
|-----------------------------|--|--------------------------------------|
| Meals-Complete 24 hr period | <b>Actual up to rates listed below</b> | <b>See table for specified rates</b> |
| Incidentals                 | \$5 for each 24 hours                  | \$5 for each 24 hours                |

| First Day of Travel             | Standard Rates-GSA  | Locations in GSA Tables                                  |
|---------------------------------|---------------------|--|
| Trip begins at or before 7 a.m. | Breakfast up to \$7 | See <a href="#">GSA</a> state tables for specified rates |
| Trip begins at or before noon   | Lunch up to \$11    |  |
| Trip begins at or before 6 p.m. | Dinner up to \$23   |  |

| Continuing after 24 Hours    | Standard Rates-GSA  | Locations in GSA Table                                   |
|------------------------------|---------------------|--|
| Trip ends at or after 9 a.m. | Breakfast up to \$7 | See <a href="#">GSA</a> state tables for specified rates |
| Trip ends at or after 2 p.m. | Lunch up to \$11    |  |
| Trip ends at or after 6 p.m. | Dinner up to \$23   |  |

## Lodging

Lodging will be reimbursed for reasonable **actual** costs including taxes. Lodging costs in excess of \$195 per night, not including tax, must be approved by the traveler’s supervisor or one-up authority on the Travel Approval form. The original receipt should clearly show the name of the traveler, amount of the bill, itemization of charges, dates and establishment name.

### Original Required Receipts\*

|   |   |
|---|---|
| Airfare   | Required  |
| Lodging (>\$175 requires supervisor approval)               | Required  |
| Meals   | Required- itemized if claiming less than per diem |
| Car rental  | Required  |
| Gasoline for car rental or emergency use for University bus | Required  |
| Conference registration fees                                | Required  |
| Railroad, bus, light rail fares<br>Taxi, shuttle, parking   | Required if any one instance is greater than \$10 |
| Telephone, fax, Internet                                    | Required if any one instance is greater than \$10 |
| Miscellaneous business expenses                             | Required  |

### Maximum Mileage Rate Allowed

**Effective 1/1/2015** 57.5 cents per mile

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