



Financial Services

**Per Diem
Information Sheet**

What is Per Diem?

Effective for travel starting on or after June 1, 2024, Cal Poly Pomona has aligned its travel policy with the CSU travel policy and changed to location-based per diem for domestic meals and incidental expenses (M&IE). Per diem is a daily allowance for travelers to cover expenses for M&IE incurred while on business trips. This allowance is provided based on federal per diem rates according to the travel destination. Concur has been configured for location-based M&IE per diem, with per diem rates automatically calculated for the traveler based on the location of travel.

The per diem rate covers meal expenses for breakfast, lunch, dinner, and related tips and taxes. It also includes incidental expenses such as tips for porters, baggage carriers, and hotel staff. Incidentals will be reimbursed at the rate of \$5 per day, including the first/last day of travel. Alcoholic beverages are not reimbursable.

Employee Travelers:

- Reimbursement Basis: The per diem allowance is based on the federal per diem rate for the specific travel destination.
- Reimbursement Rate: For each travel day, employees are reimbursed a set amount as determined by the destination’s per diem rate.
- Partial Day Rate: On the first and last day of travel, employees receive 75% of the per diem rate.
- No Receipts Needed: Per diem amounts do not require submission of receipts.
- Non-reimbursable Excess: Any expenses above the per diem rate will not be reimbursed and are the responsibility of the traveler.
- Federal Per Diem Rates: Employees can find the daily per diem rates on the [GSA Per Diem Rate website](#) before traveling.

Non-Employee Travelers (Auxiliary Employees, Prospective Employees, Students, Volunteers):

- Flat Rate: A flat rate of \$59 per diem per day is provided.
- Partial Day Rate: On the first and last day of travel, non-employee travelers receive 75% of the per diem rate (\$44.25).
- Manual M&IE Adjustments: Non-employee travelers must manually adjust the M&IE per diem if meals are provided during the travel period. Non-employee travelers should refer to the following breakdown to adjust meals accordingly:

M&IE Breakdown - Non-Employees

M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$59	\$13	\$15	\$26	\$5	\$44.25

Financial Services

Special Conditions:

- Trips Under 24 Hours: IRS regulations state that meals are not reimbursable for trips less than 24 hours unless there is an overnight stay, supported by a lodging receipt. Meal reimbursements for such trips are taxable and must be reported to the IRS. Meal expenses are not reimbursed for travel less than 24 hours.
- Supporting Documentation: Although receipts are not required for per diem reimbursements, travelers must include supporting documents like agendas or event programs in their expense reports to validate meal provision. If an event meal is missed due to health or business reasons, an explanation must accompany the expense report.

Travel to Alaska, Hawaii, and U.S. Possessions:

- Reimbursement: Meals and incidental expenses for travel to these locations are reimbursed based on the federal per diem rate for the destination, as published by the U.S. Department of Defense on their [website](#).

International Travel:

- For international travel, refer to the campus [International Travel website](#) for guidelines on meals and incidentals reimbursement.

Summary of Per Diem Rates:

- Domestic M&IE Rates: Federal per diem allowance based on destination.
- Non-Employee Flat Rate: \$59 per day, \$44.25 for the first and last day.
- Documentation: No receipts needed for per diem claims; however, supporting documents required for validation of event-provided meals.

The campus travel policy ensures that employee and non-employee travelers are adequately compensated for meals and incidental expenses during business travel while maintaining compliance with federal regulations and systemwide guidelines.

For additional information or inquiries, please contact travel@cpp.edu.