**MEMO: CALCULATION OF PER DIEM RATES FOR TRAVEL**

The Department of Communication follows university policy on per diem reimbursement of meals while an employee is in travel status.

This policy is found at: <http://financepolicy.unc.edu/policy-procedure/1302-statutory-provisions-and-maximum-rates-for-travel/>

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| --- | --- | --- |
|  | **In State** | **Out of State** |
| Breakfast | 8.30 | 8.30 |
| Lunch | 10.90 | 10.90 |
| Dinner | 18.70 | 21.30 |
| Total Meal Expense | $37.90 | $40.50 |

Meal per Diems will be paid if the employee leaves or returns at the following times:

|  |  |  |  |
| --- | --- | --- | --- |
| **Meal** | **Day of Departure** | **Day of Return** | **Comments** |
| Breakfast | Leave before 6:00 a.m. | N/A | Must extend the workday two hours |
| Lunch | Leave before 12:00 p.m. | Return after 2:00 p.m. | Cannot be claimed unless either the trip requires an overnight stay or the cost of the lunch is part of a registration fee |
| Dinner | Leave before 5:00 p.m. | Return after 8:00 p.m. | Must extend the workday by three hours |

In order to reduce paperwork, finance will automatically calculate per diem rates based on the following assumptions:

* Travel times will be calculated at 2 hours prior or after the scheduled flight departure or arrival time. For driving, employees should indicate time of departure / arrival on mileage support documentation
* All meals that are specifically stated as included in conference brochures will not be reimbursed.
* All other meals will be reimbursed at the per diem rate.