CSU Travel Policy

Location Based Per Diem

Travel Policy

December 2023

Learning Objectives

- Why Move from "Actuals" to Per Diem

- What is the Per Diem Coverage

- Appendices & Resources

- Personal Car Mileage

- 60-Day Claim Submission

- Questions and Answers

- Concur: Implementing Per Diem within Concur

Travel Policy

Why Move to Per Diem

- Eliminate receipts

- Comply with federal guideline

- Avoid tax implications

What is the Per Diem Coverage

- Continental United States (CONUS)

  - Domestic Meals and Incidental Expenses (M&IE).
    U.S. General Services Administration (GSA).

- Outside the Continental United States (OCONUS)

  - Alaska, Hawaii, and US territories.
    US Department of Defense.

  - International Meals and Incidentals.
    U.S. Department of State.

What is the Per Diem Coverage (cont.)

- Rates refresh (anticipated schedule)
  - GSA (US) – Annually, beginning of fiscal year on 10/01/YYYY
  - Dept of Defense (DoD) – Monthly
  - US State Dept (Int'l) – Monthly

GSA M&IE Breakdown

M&IE Breakdown

M&IE Total[1]	Continental Breakfast/ Breakfast[2]	Lunch[2]	Dinner[2]	Incidental Expenses	First & Last Day of Travel[3]
$59	$13	$15	$26	$5	$44.25
$64	$14	$16	$29	$5	$48.00
$69	$16	$17	$31	$5	$51.75
$74	$17	$18	$34	$5	$55.50
$79	$18	$20	$36	$5	$59.25

- 5 ranges for domestic locations
  - GSA M&IE breakdown
  - Ranges shown from $59-$79 ($54-$74 without incidentals).
  - Displays first and last day of travel (*up to* 75% of entire day).
- Use chart as guide to deduct provided meals.

Tips (Appendix C)

Meals & Incidental Expenses

- Tips and gratuity to hotel staff

- Tips for meals

Not Incidental Expenses:

- Tips for taxi or shuttle service (transportation)

- Tips for valet parking (parking expense)

Lodging (Appendix D)

- Hotel is **not** included in M&IE per diem rates for domestic travel.
  - Hotel has up to a maximum of $275 per night.
  - Must include receipts.
- Lodging for international travel is using per diem based on the published rate from the US Department of State.

Grants/Sponsored Programs

- Sponsors, in general, will accept university processes for travel (in CSU's case, per diem).

  - Per Diem rates are widely accepted.

- For more restrictive grants/contracts, Sponsored Programs office must have contingency for communicating additional documentation requirements to the Principal Investigator (PI).

M&IE Reimbursement Limits (Appendix E)

- Less than 24 hours –
  - no reimbursement

- Less than 24 hours with overnight stay –
  - 75% of location based per diem rate

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Overnight Example 1

Example: An employee is required to travel from Milwaukee to Madison to work on a project. The employee leaves home at 11:00 a.m. on Monday, with plans to return home the same day. Unable to complete the project on Monday, the employee spends the night in Madison. After completing the project the next day, the employee returns to Milwaukee by 10:30 a.m.

Did the employee meet the overnight test?

Overnight Example 2

Example: An employee is required to travel from Dallas to Austin to work for the day. The employee leaves home at 6:30 a.m. and returns that night at 10:00 p.m. On the trip home the employee stops for dinner and rests in the car for two hours.

Did the employee meet the overnight test?

Meals provided as Part of Event (Appendix G)

- Deduct any meals provided at event

Example:

- Lunch is provided at the event, deduct $15 from the per diem for the day. $59 - $15 = $44

Meals & Incidentals Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
$59.00	$13.00	$15.00	$26.00	$5.00	$44.25

M&IE Per Diem for Travel Involving Multiple Locations (Appendix H)

Example: A traveler will be attending a conference in New York City, New York for 3 days and afterwards to Las Vegas, Nevada for another 2-day conference. Dinner is provided on the arrival night at the New York conference.

Calculate the traveler's per diem.

M&IE Per Diem for Travel Involving Multiple Locations (Appendix H) Results

	Per Diem Location	Per Diem Amount	
First Day	New York	$ 23.25	$79.00 x 75% = $59.25 less $36.00 (M&IE dinner portion)
Second Day	New York	79.00	M&IE for the day
Third Day	New York	79.00	M&IE for the day
Fourth Day	Las Vegas	69.00	M&IE for the day
Fifth Day	Las Vegas	51.75	$69.00 x 75% = $51.75
		$ 302.00	**Total Meals & Incidentals (M&IE)**

Check Your Knowledge

Calculate the value:

- The traveler drove from work and arrived at the event mid-morning. Lunch and Dinner were provided at the event. The traveler spent that night at the hotel for more meetings the next day. What would be the per diem amount for the first day of travel?

Meals & Incidentals Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
$59.00	$13.00	$15.00	$26.00	$5.00	$44.25

Resources

- Travel Policy (updated policy to be posted prior to 1/1/24)
  - FAQs (Appendix K)

- GSA (domestic rates)

- US Department of Defense (Alaska, Hawaii and US Territories)

- US Department of State (international/foreign rates)

Personal Car Mileage

Use of Mileage Calculator in Concur

- Complete to and from address required

- Mileage calculator must be used and added to mileage expense directly

- Refer to section J.3. of the CSU Travel Policy for mileage guidance

60-Day Claim Submission

- Claims submitted after 60-days are in violation of the CSU Travel Policy

- An approved exception from the VP of Business & Finance will be required

- If approval is not attached, claim will be returned

TCard

- Meals/Incidentals
  - Meals may not be placed on a TCard as the CSU issues per diem for travel

- International Lodging
  - International lodging may not be placed on a TCard as the University issues a per diem for international lodging

Questions?

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Concur
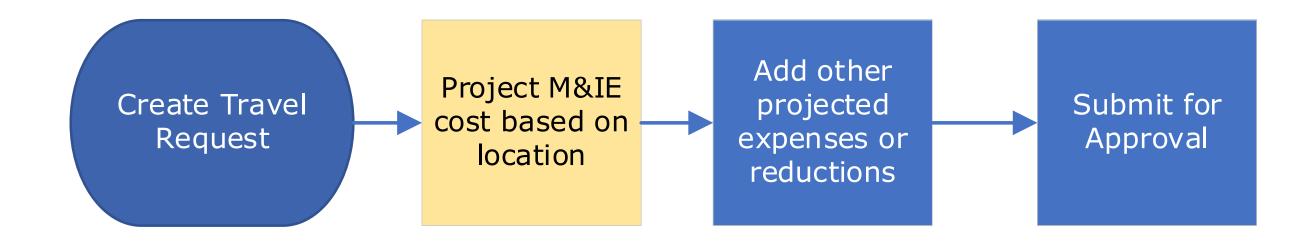## Implementing Per Diem

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Transition process

- If travel starts 1/1/24 or later, use the location-based per diem method/new travel policy.

- Travel **started before** 1/1/24, process using the legacy policy (receipt collection/non per diem method)
  - Submit before end of December 31, 2023.

Employee Location-Based Per Diem (Request)

Create Travel Request → Project M&IE cost based on location → Add other projected expenses or reductions → Submit for Approval

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Employee Location-Based Per Diem (Request)

Creating Travel Itinerary

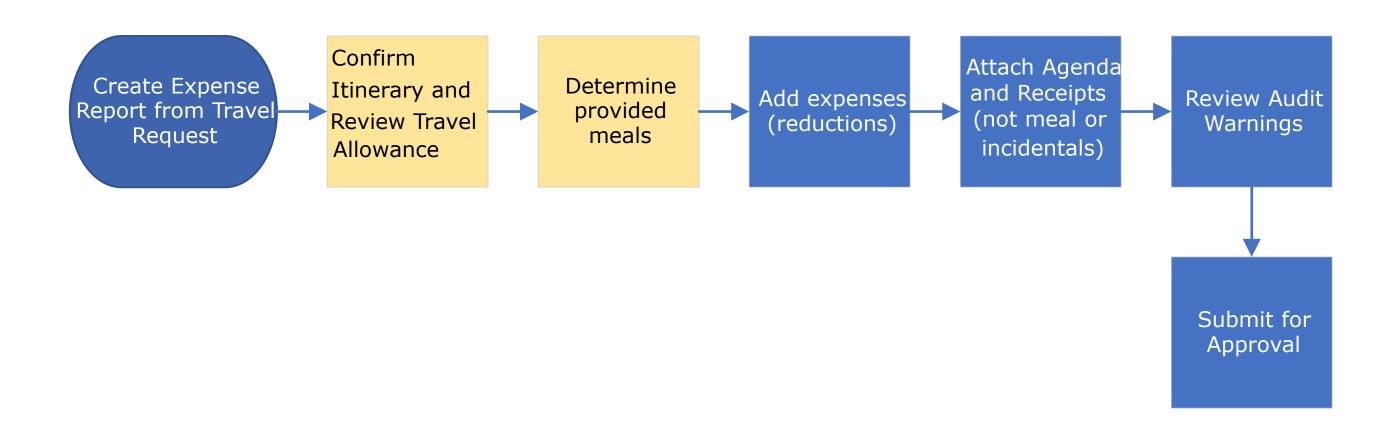# Employee Location-Based Per Diem (Request)

Adjustment of Travel Allowances

View: Adjustments ∨   Show Filters

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount ⓘ
All Days Dates: 4	☐	☐	☐	☐	☑	
Tue, 10/17/2023 PISMO BEACH, UNITED STATES	☐	☐	☐	☐	☑	$56.75
Wed, 10/18/2023 PISMO BEACH, UNITED STATES	☐	☐	☑	☐	☑	$56.00
Thu, 10/19/2023 PISMO BEACH, UNITED STATES	☐	☐	☐	☐	☑	$74.00
Fri, 10/20/2023 PISMO BEACH, UNITED STATES	☐	☐	☐	☐	☑	$56.75
						Total: $243.50

Back   Cancel   **Finish**

Employee Location-Based Per Diem (Expense)

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Create Expense Report from Travel Request → Confirm Itinerary and Review Travel Allowance → Determine provided meals → Add expenses (reductions) → Attach Agenda and Receipts (not meal or incidentals) → Review Audit Warnings → Submit for Approval
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Employee Location-Based Per Diem (Allowances)

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Reductions

- Employee overspent amount budgeted by department and had agreement they would pay the difference.

Questions?

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Resources

- [General Travel Policy Resources](#)

- [Systemwide Travel Resource Page](#)