

AREA OF RESPONSIBILITY: DIVISION OF BUSINESS AFFAIRS
RESPONSIBLE CONTACT: VICE PRESIDENT FOR BUSINESS AFFAIRS
POLICY IDENTIFICATION: MILEAGE AND PER DIEM
Revised Date: 02/06/09
LAST REVISED: 5/2022

It is the policy of the University to establish a per diem rate for mileage, lodging and meals for authorized University travel.

Mileage shall be paid at the rate of \$.41 per mile when a personal vehicle is used instead of a University vehicle. Actual mileage should be accounted for during each trip. If several trips are accounted for simultaneously, the traveler should maintain a log detailing mileage to each destination. Travelers must take the most direct route from point to point.

Meals shall not exceed \$50 per day unless previously approved by the Vice President of Financial Affairs for certain areas classified as high-cost areas.

Lodging and other miscellaneous expenses such as registration fees, parking fees, etc. shall be paid at actual cost to the traveler with detailed receipts attached. The University does not reimburse for personal phone calls.

Travel advances may be requested by completing a Travel Authority Form. The form must be received in the DIVISION OF BUSINESS AFFAIRS at least ten (10) working days prior to the trip to receive the advance. A Travel Expense Voucher must be completed within 72 hours after returning from the trip for expenditures of said travel. If the advance is more than total expenses, the excess funds must be refunded to the University at the Cashier's Window within 72 hours of return to the campus.