

<i>Jefferson County Policies &amp; Procedures</i>			
Policy Name:	Meal Per Diem Policy	Approved:	4/14/2011
Policy Number:	316	Author:	Nichelle Hosby
Associated:	Travel Expenses		

**PURPOSE:**

The purpose is to provide a policy to define the use of per diems for meals while traveling on behalf of the County Commission.

**POLICY:**

A per diem is an allowance determined by the U.S. government to cover meals and incidentals while traveling for business purposes. Per Diem amounts are published by the General Services Administration (GSA) and are specific to major cities.

- 1) Travelers claiming reimbursement on a Per Diem basis must use this method for the entire trip.
- 2) Domestic per diems are set by the U.S. government once a year.
- 3) Per Diem information can be obtained by:
  - Going to [www.gsa.gov](http://www.gsa.gov)
  - Calling the central processing organization at 215-898-3307
- 4) Reimbursement on a per diem basis for meals is permitted. Meal receipts are not required when using a per diem rate, but travelers must be able to demonstrate that the trip or stay did occur.
- 5) If a meal(s) is provided as part of a registration fee for a conference and the traveler is claiming per diem, a deduction in the per diem amount should be made as well.
- 6) The per diem applies to all full travel days associated with an overnight stay.
- 7) Any meal expenditures over the per diem rate will not be reimbursed.
- 8) Tips are the expense of the traveler.
- 9) Partial travel day per diem is as follows:

<u>Leave by</u>	<u>Return by</u>	<u>Per diem</u>
8:00 a.m.		Full Amount
11:00 a.m.		80% of full
4:00 p.m.		50% of full
11:00 a.m.		20% of full
4:00 p.m.		50% of full
	After 5:00 p.m.	Full Amount

## Jefferson County Per Diem Request

DATE	TRIP EXPLANATION	
Notes	TOTALS	

EMPLOYEE'S SIGNATURE: I certify that the above expenses were necessary and actually incurred by me in the transaction of County business.

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 SUPERVISOR'S APPROVAL: \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_