



Travel Policy & Per Diem Rates

Travel Hourly Pay:

- Regular hourly rate will be paid during regular working hours (8am-4:30pm)
- Travel time outside regular working hours is not payable
- Travel between lodging facility & work is not payable
- Lunch breaks are not payable

Transportation:

- Travel arrangements/reservations will be organized by Human Resources
 - Flight or rail arrangements will only be made for travel over four hours
 - Standard mileage of \$0.54/mile will be paid only when personal transportation is taken
 - Mileage is not payable when employee is a passenger (flight, rail, or car)

Lodging:

- Lodging arrangements/reservations will be organized by Human Resources
 - If employee makes/chooses alternative lodging (ie: location, up-grade or camping), a standard lodging rate of \$91/night will be paid

Meals:

- Standard federal rates will be paid:
 - Breakfast \$11.00
 - Lunch \$12.00
 - Dinner \$23.00
 - Incidental Expenses \$5.00
(tips, taxes)
 - If a meal is prepaid &/or provided by the hotel, conference, training, client, etc., no meal rate will be paid
 - Daily meal per diem is not to exceed \$51/day
 - 1st & last day travel will be paid max \$38.25/day or the meals during regular working hours of 8am-4:30pm

Forms:

- Travel form must be completed, signed and turned in, to receive payment on the next check run