



University of Massachusetts

Amherst

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Memorandum

TO: Deans, Directors, Department Heads and Travel Preparers

FROM: Robert A. Liebowitz, Interim Controller

DATE: December 14, 2011

SUBJECT: Changes in the University Travel Per Diem Allowances

Effective January 1, 2012, the daily maximum per diem meal allowance rate for Amherst campus employees traveling on University business will be as follows:

- For travel in certain **high rate cities** within the United States listed in the attached, the **per diem rate is \$71 per day**. The high rate city list is per the U.S. General Services Administration (GSA) highest tier per diem rate cities.
- For travel in all **other cities** within the United States, the **per diem rate is \$46 per day**.
- For international travel, use GSA rates available at this link:
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

These rates are intended to cover the employee's cost of meals and incidentals when engaged in official University travel/business. Therefore, **tips and other incidentals will not be reimbursed separately** to Amherst campus employees.

The value of any meals provided while on travel status should be subtracted from the daily meal per diem rate based on the following schedule:

Meal Provided	Amount to subtract for \$71.00 cities	Amount to subtract for \$46.00 cities
Breakfast	\$12.00	\$ 7.00
Lunch	\$18.00	\$11.00
Dinner	\$36.00	\$23.00
Incidentals	\$ 5.00	\$ 5.00

Please inform your departments and staff. Questions may be referred to the Controller's Office at 545-0806. Thank you.

Listing of cities within the United States with a \$71 per diem allowance

State	Primary Destination
AZ	Phoenix
AZ	Scottsdale
CA	Los Angeles
CA	Monterey
CA	Palm Springs
CA	San Diego
CA	San Francisco
CA	Santa Monica
CA	South Lake Tahoe
CA	Truckee
CA	Yosemite National Park
CO	Aspen
CO	Telluride
CO	Vail
CT	Bridgeport
CT	Danbury
DC	District of Columbia
FL	Boca Raton
FL	Delray Beach
FL	Jupiter
FL	Fort Lauderdale
FL	Key West
ID	Sun Valley
ID	Ketchum
IL	Chicago
LA	New Orleans
MA	Boston
MA	Burlington
MA	Cambridge
MA	Martha's Vineyard
MA	Woburn
MD	Baltimore City
MD	Ocean City
MN	Minneapolis / St. Paul
NM	Santa Fe
NV	Las Vegas
NY	New York
NY	Melville
NY	Riverhead
NY	Ronkonkoma
NY	Tarrytown
NY	New Rochelle
NY	White Plains
PA	Pittsburgh

State	Primary Destination
RI	Bristol
RI	Jamestown
RI	Middletown
RI	Newport
RI	Providence
TX	Austin
TX	Dallas
TX	Houston
UT	Park City
VT	Manchester
VT	Stowe
WA	Seattle