TO: Deans, Directors, Department Heads and Travel Preparers

FROM: Robert A. Liebowitz, Controller

DATE: November 25, 2015

SUBJECT: Per Diem Allowances

Effective December 1, 2015, the maximum daily per diem meal allowance rate for Amherst campus employees traveling domestically on University business will correspond with the current rates listed by the General Services Administration (GSA). The GSA establishes the maximum CONUS (Continental United States) per diem rates for federal travelers. The applicable maximum CONUS per diem meal allowance is searchable by location at: http://www.gsa.gov/perdiem where it is referred to as Meals and Incidental Expenses (M&IE).

In accordance with GSA guidelines, the campus will also allow up to 75 percent of the daily CONUS per diem meal allowance on the first and last calendar day of travel. The table presenting the calculated amount for the “First and Last Day of Travel” can be found on the M&IE breakdown page.

These rates are intended to cover the employee’s meals and incidentals when engaged in official University travel/business. Therefore, tips and other incidentals are not 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 breakdown of meal amounts found on the M&IE breakdown page.

For travel to Alaska, Hawaii, US Territories and Possessions and all international travel, please continue to use U.S. Department of State per diem rates found at: https://aoprals.state.gov/web920/per_diem.asp.

The Controller’s Office will instruct departmental travel preparers of these changes by separate communication and will actively support them as they apply these changes to departmental travel. Questions may be referred to the Controller’s Office at 545-3341. Thank you.