



**UNIVERSITY OF MASSACHUSETTS
AMHERST**

405 Goodell Building
140 Hicks Way
Amherst, MA 01003-9272

Office of the Controller

voice: 413.545.0806
fax: 413.545.6088

Memorandum

TO: Deans, Directors, Department Heads and Travel Preparers
FROM: Andrew P. Mangels, Controller
DATE: June 29, 2006
SUBJECT: Changes in the University Travel Per Diem Allowances

There are two important changes to the university per diem allowance policy for those on travel status from the Amherst campus effective July 1, 2006.

1. The per diem allowance has increased as follows:
 - For travel in Boston, New York City, Washington D.C., San Francisco, Baltimore, Chicago, Philadelphia, and Seattle, the per diem rate is \$50 per day.
 - For travel in all other cities within the United States, the per diem rate is \$40 per day.
2. The per-diem allowance will not be granted to travelers that are provided meals as part of their official university business. 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:

<u>Meal Provided</u>	<u>Amount to subtract for \$50.00 cities</u>	<u>Amount to subtract for \$40.00 cities</u>
Breakfast	\$ 9.50	\$ 7.50
Lunch	\$15.50	\$12.50
Dinner	\$25.00	\$20.00

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