

3359-31-03 Allowable living expenses.

Meals and lodging will be reimbursed as follows:

(A) Meals.

- (1) Meals will be reimbursed without receipts in accordance with the following rate structure. IRS regulations require an overnight stay for substantial sleep or rest in order to qualify for per diem reimbursement.

- (a) In-state.

Federal per diem rate for meals within the continental United States (conus) applies to the entire state.

~~Standard rate.~~

~~Thirty five dollars per day.~~

- (b) Out-of-state, but within the continental United States.

- (i) Federal per diem rate for meals within the continental United States (conus).

~~Standard rate.~~

~~Thirty five dollars per day.~~

- (ii) High cost cities.

When travel is to a location designated by the internal revenue service as a high-cost area, higher per diem rates may be used in accordance with current rate schedule adopted and published from time to time by the internal revenue service. Rates are available on the controller's web-site.

- ~~(iii) If the federal per diem rate for meals within the continental United States (conus) is less than thirty five dollars, the rate allowed under (A)(1)(b)(i) of this rule shall be reduced to the federal per diem standard rate for meals within the continental United States (conus), and prorated in accordance with the per diem for partial days form.~~

- (c) International travel, at the option of the traveler, either:

- (4) The traveler may make lodging arrangements through the purchasing department whereby the university will be billed directly by the hotel or motel. The requisition must be signed by the official responsible for administering the budget to which the expense will be charged. If the person responsible for the budget is traveling, the requisition must be approved by superior or authorized designee of their superior. A dean, or vice president may establish additional levels of approval, as deemed appropriate, in their areas of responsibility.

(C) Miscellaneous expenses.

- (1) Reimbursement of miscellaneous expenses as described in this section may be claimed in addition to the maximum allowed for meals and

- (b) The attendance of the employee at such meeting is necessary to the best interest of the university.
 - (c) The employee must submit with the travel expense report a copy of a letter from the department head requesting attendance at the meeting, and a receipt.
 - (3) Expenses incurred for registration fees for conferences and meetings and for special meals shall be reimbursable without regard to the proximity of such conferences or meetings to the employee's headquarters or residence.
 - (4) Registration fees and hotel reservations may be paid directly by the university by submitting a prepaid order form to accounts payable.
- (E) Group travel.
The purchasing department should be contacted regarding all group travel. Group travel expected to exceed five thousand dollars must be submitted for bidding through the purchasing department, in accordance with board of trustees policies.