

Examples to Assist with Computing Meal Per Diems

Example 1:

UGA employee leaves the Athens campus at 8:15am and travels to Moultrie, GA. The employee returns to the Athens campus at 4:30pm on the same day. The employee is not eligible to be paid a per diem amount for meals. The employee was not traveling for 12 or more hours.

Example 2:

UGA employee leaves from home at 7:00am and travels to Atlanta, GA for a conference. The employee returns to her residence at 3:00pm. The employee is not eligible to be paid a per diem amount for meals. The employee was not traveling for 12 or more hours.

Example 3:

UGA employee leaves the Athens campus at 10:00am and travels to Hinesville, GA. The employee returns home the same day at 10:45pm. The employee is eligible to be reimbursed for a per diem amount for meals since he traveled in excess of 50 miles and for 12 hours or more. The meal allowance he is eligible for would be \$21. This is computed by taking the daily per diem allowance of \$28 and multiplying it by 75% ($\$28 \times 75\% = \21).

Example 4:

Prospective employee travels from Birmingham, AL to the Athens UGA campus for interview and meetings. The prospective employee leaves Birmingham on Monday, and arrives in Athens, GA Monday night. The prospective employee interviews and attends meetings on Tuesday and Wednesday morning, and returns to Birmingham on Wednesday afternoon. The prospective employee would be eligible for a meal per diem reimbursement of \$70. The prospective employee is traveling to Athens (lodging for day of departure will occur in Athens, so the Athens per diem rates should be used on the trip) so he/she would need to adhere to the standard instate meal allowance of \$28. Since Monday and Wednesday would be the day of departure and day of return, the traveler would only be eligible for 75% of the allowable per diem. This amount equates to \$21. The total meal per diem reimbursement of \$70 for the trip is calculated by adding \$21 for Monday (75% of per diem for day of departure), \$28 for Tuesday, and \$21 for Wednesday (75% of per diem for day of return).

Example 5:

UGA employee leaves the Athens campus at 9:00am and travels to Milton, GA. The employee returns to the Athens campus at 10:15pm. The employee is eligible to be reimbursed for a meal per diem since he traveled in excess of 12 hours. Since Milton is in Fulton County and Fulton County is a high cost area, the meal allowance he would be eligible for is \$27. This is computed by taking the daily per diem allowance of \$36 (since this is a high cost area) and multiplying it by 75% ($\$36 \times 75\% = \27).

Example 6:

UGA employee leaves from his residence on Monday at 7:30am. The employee drives to Cartersville, GA. The employee stays in Cartersville for the remainder of Monday, all day Tuesday, all day Wednesday, and returns to his residence on Thursday at 4:30pm. The employee would be eligible for reimbursement of a meal per diem in the amount of \$98. Monday and Thursday would be the day of departure and day of return. The traveler is only eligible for 75% of the meal per diem on those two days. This would equate to \$21 for each day ($\$28 \text{ allowable} \times 75\% = \21). The traveler is eligible for the full meal per diem of \$28 on Tuesday and Wednesday. To compute the total add \$21 (Monday, day of departure) + \$28 (Tuesday) + \$28 (Wednesday) + \$21 (Thursday, day of return) = \$98

Example 7:

UGA employee leaves from his residence in Athens and travels to Tifton, GA on a Wednesday. Employee attends a meeting, stays overnight, attends another meeting on Thursday morning, and then returns to the Athens campus. This employee would be eligible for a per diem for meals of \$42 for the trip. This amount is computed by taking \$28 (allowable per diem amount for standard travel in Georgia) and multiplying it by 75%. $\$28 \times 75\% = \21 . $\$21$ (75% of the allowable per diem for the day of departure) + $\$21$ (75% of the allowable per diem for the day of return) = \$42.

Example 8:

UGA employee leaves from her residence in Athens on a Saturday and travels to the Atlanta airport. From there she flies to Boston, MA for a conference. The traveler is in Boston on Sunday, Monday, Tuesday, and flies back to Atlanta on Wednesday and travels back to her residence. The traveler would be reimbursed for a meal per diem amount of \$319.50. This is computed by going to the General Services Administration website <http://www.gsa.gov/portal/category/21287> and clicking on Massachusetts, then scrolling to the Boston "Meals and Incidental Expenses" column. The meals and incidental expenses amount for Boston is \$71. From there, the traveler would click on the words "Meals and Incidental Expenses" in the column title. The traveler would be redirected to the "Meals and Incidental Expenses Breakdown" page at <http://www.gsa.gov/portal/content/101518> where they would

locate the \$71 total column. From there, the traveler would scroll to the bottom row to see the corresponding rate for the first and last day of travel total would be \$53.25. The per diem amount would be calculated by adding \$53.25 for Saturday (day of departure), \$71 for Sunday, \$71 for Monday, \$71 for Tuesday, and \$53.25 for Wednesday (day of return).

*****Please note, the travel expense statement has been formatted to assist travelers with computing the individual meal breakdown for these percentage amounts.**