TO: Finance & Administration Advisory Group & Business Managers
    All Finance Users

FROM: KrisAnn O’Herron, Associate Controller for Fiscal Operations

CC: Vice Chancellors, Deans, Directors, Department Heads & Principal Investigators

SUBJECT: Change in Per Diem Meal Allowances for Travel Reimbursements

DATE: November 27, 2015

Effective December 1, 2015, the University of Massachusetts has adopted the current General Services Administration (GSA) per diem rates for University business travel. These rates are intended to cover the employee's cost of meals and incidentals when engaged in official University travel/business.

The following are additional details regarding the per diem change:

- Access the GSA website to obtain applicable per diem: http://www.gsa.gov/perdiem
- The per diem ranges from $51 to $74 depending on the location of lodging
- If city is not available on the GSA website, the lowest rate of $51 will apply
- The University will allow up to 75% of the daily meal per diem on the first and last calendar day of travel.

Please note the following guidelines remain unchanged:

- Per Diem includes tips and other incidentals; therefore tips and other incidentals are not reimbursed separately.
- Full per diem is not granted to travelers if meals are provided as part of the conference costs. The value of any meals provided should be subtracted from the full per diem according to the following current GSA schedule:

<table>
<thead>
<tr>
<th>Total</th>
<th>Continental Breakfast/Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>IE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$51</td>
<td>$11</td>
<td>$12</td>
<td>$23</td>
<td>$5</td>
</tr>
<tr>
<td>$54</td>
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<td>$16</td>
<td>$17</td>
<td>$31</td>
<td>$5</td>
</tr>
<tr>
<td>$74</td>
<td>$17</td>
<td>$18</td>
<td>$34</td>
<td>$5</td>
</tr>
</tbody>
</table>
For travel to Alaska, Hawaii, US Territories and Possessions and all international travel, refer to U.S. Department of State per diem rates.

Please share this information with all employees in your unit who travel on university business or who prepare travel expense reports. This memorandum and the updated travel policy will be available on the Controller’s Office website.

Questions about travel expenses can be directed to Wanda Alston (7-5124) or KrisAnn O’Herron (7-5131) in the Controller’s Office.