

No. 5-32	Rev. 09-02-14	Date: 3-15-78
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I DEFINITIONS

A. University Travel - Travel on university business that requires the traveler to be away from home or normal place of employment for a period of time that includes an extended day or overnight stay or that requires the use of air transportation.

B. Per diem - a daily allowance for personal expenses while traveling for the University, (i.

It is the intent of this policy that the University pay for the necessary costs incurred by the traveler w

c. Employees tra

1. Before departure, log on to the Individual Travel Reimbursement application via e-Weber portal and complete the online travel request form. The online travel form will be forwarded to the traveler's supervisor for approval of the travel and the funding. Once approved, make the necessary travel reservations for transportation and lodging in accordance with this policy and the WSU P-Card GCæ w

2 Per Diem Rate

\$47/day to cover incidental personal expenses, i.e., meals, personal calls, dry cleaning, etc., on travel requiring over night stay.

Partial per diem is allowed as follows:

Leave between 12:01 a.m. and 10:00 a.m.	Leave between 10:01 a.m. and 4:00 p.m.	Leave between 4:01 p.m. and 12:00 midnight
\$47	\$36	\$23
Interim Full Days		
\$47		
Return between 12:01 a.m. and 10:00 a.m.	Return between 10:01 a.m. and 4:00 p.m.	Return between 4:01 p.m. and 12:00 midnight
\$11	\$24	\$47
Extended day travel	\$15	

Extended day travel is defined as same day travel over 10 hours in length, and where more than 100 miles was traveled each way.

3. ATM Usage for Per Diem Expenses

ATM usage via WSU P-Cards is available for foreign travel for per diem expenses and/or group travel for per diem or meal expenses. This requires pre-authorization from your supervisor and the appropriate vice president. Bank fees on personal ATM cards are not an allowable business expense.

E. Miscellaneous Expenses:

An accumulati

been traveling on business, OR, mileage for two round trips from WSU to the SLC airport if being
dropped off and picked up