



Adrian College

TEAM/GROUP PER DIEM POLICY

This document outlines the Team/Group Per Diem policy for Adrian College.

Per Diem Guidelines

Meals and Beverages: Team/Group traveling on Adrian College institution may request reimbursement for meals up to the following amounts; collectively referred to as daily meal and incidental “**Per Diem**”:

Breakfast	\$ 4.00
Lunch	\$ 7.00
Dinner	\$ 7.00

These amounts are inclusive of tips (**note: reimbursement for tips is limited to 15%; employees will not be reimbursed for tips that exceed 15%**). If a team/group is traveling for an entire day, or more, where the traveler is entitled to reimbursement for all three meals in any given day, it is acceptable to use the total daily amount of \$18.00, per person, in a different combination than noted above. It is also permissible to average across multiple days on a multi-day trip; however, the total amount of \$18 per day shall not be exceeded. Complimentary meals provided by the hotel should be taken advantage of, if possible, and are not separately reimbursable from the price of your hotel stay.

When traveling in groups, it is permissible for the responsible employee (Coach, Faculty member) to keep a hand log of the per diem given to students. This hand log must include each student’s name, dates of travel, location, and the reason for travel. **Each student must then sign the hand log indicating that they have received the per diem allowed.**

Contact

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