



Per Diem Rules

Listed are key GSA/SourceAmerica rules (additional guidance can be found on the [GSA website](#)):

- 1) The first and last days of travel are reimbursed at 75 percent of the full day regardless of travel times. Per diem is not permitted if travel is within 50 miles of the traveler's work location or less than 12 hours in duration.
- 2) Meals are defined breakfast, lunch, dinner, drinks and snacks between meals and related tips and taxes, as well as transportation between places of lodging or business and places where meals are taken.
- 3) Incidental Expenses are defined as fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, hotel services etc. Tips associated with taxis/cabs or shuttles are excluded from the definition of incidental expenses as defined for per diem.
- 4) When meals are provided by a host or event while on travel, the amount should be deducted from the daily expense request(s). Traveler is responsible for identifying and calculating the deductible rate when completing the expense request. A screen shot from the GSA website <http://www.gsa.gov/mie> must show the deductible rate for meals.
- 5) In limited circumstances, when a traveler purchases a meal for a non-SourceAmerica employee, the additional meal amount should be supported by a receipt along with names of non-SourceAmerica employees the meal was purchased for.
- 6) SourceAmerica sponsored events such as the National Conference, Board meetings, NCSE, etc., are eligible for per diem reimbursement when the host/supervisor/event manager provides the daily rate(s) for all participants (which excludes meals provided).