

**ARTICLE 28
TRAVEL REIMBURSEMENT**

- A.** The following per diem rates are to be used to reimburse employees for subsistence expenses when actual, itemized expenses are not claimed. The dollar amounts assigned to each component are shown for calculation of per diem for travel of 24 hours or less and for adjustments required when subsistence expense is paid directly by the University.

Breakfast, lunch, dinner, and incidentals, per diem total = \$46.00; lodging by receipt.

Mileage for privately-owned automobiles (including vans) = \$.31.5/per mile.

- B.** University-approved out-of-state lodging expenses will be reimbursed based on the expenses actually incurred as supported by receipts, provided prior approval has been received. Other travel expenses shall remain subject to the per diem rate set forth above, regardless of where the expenses were incurred.
- C.** When subsistence expense is paid directly by the University, the individual employee's per diem will be reduced accordingly.
- D.** Changes in per diem rates which are uniformly implemented for non-represented staff employees shall be implemented for the employees covered by this Agreement.
- E.** Nothing in this Article shall preclude the University from requiring receipts for expenses associated with travel.