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	Human Resources	Revision Date:
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## Per Diem and Incidental Policy (Salaried, Exempt Employees)

Only employees, volunteers, and job candidates with permission are eligible for Meals and Incidental expenses (M&IE) allowance while in travel status.

Travelers will not receive meal per diem for hosted meals.

- Hosted meals, regardless of name (breakfast/continental breakfast), include meals provided or prepaid along with a conference registration.
- If the traveler has a business justification for skipping the provided meal, and was not hosted at another meeting, a note must be included as justification in the expense report.

Use the timeframe table below to determine when to start and end meal per diem allowances according to the travel time established by travel status.

- The Company does not utilize the first and last day at 75% in GSA guidelines.
- Breakfast per diem will not be reimbursed for travelers with travel status that begins after 9 a.m.
- Dinner per diem will not be reimbursed for travelers with travel status that ends before 5 p.m.

Meal	Time
Breakfast	12:01 a.m.- 10:00 a.m.
Lunch	10:01 a.m.- 3:00 p.m.
Dinner	3:01 p.m.- 12:00 a.m.

### Hourly Field Employee Per Diem

Hourly field employees receive \$50 per day worked if the Company provides lodging. If the employee provides their own lodging, then the employee will receive \$100 per day worked. These amounts may change at the Company's discretion and depending upon the project bid.

### Incidentals

[GSA travel regulations](#) allow a per day per diem for "incidentals" to cover non-reimbursable items such as tips for porters, baggage carriers, or hotel staff.

M&IE Total (Single Day Trip)	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	Daily Total (Multiple Day Trip)
\$69	\$16	\$17	\$31	\$5	\$51.75