

Guidance on Use of Per Diems

These rules apply to both employees and non-employee travelers.

Note: Preparers should seek PI approval of meal per diems for their group members.

- Per university policy, SEAS will reimburse expenses up to the federal per diem rate.
- Per diems will not be paid in advance of a trip. Per diems MAY NOT be used in conference travel where meals are provided and CANNOT be combined with actuals.
- Per diems are allowed for **meals only*** on both sponsored and non-sponsored accounts.
 - If charging to a sponsored fund, please ensure per diem is allowed. Admins should check with their RPM's if there are any questions.
- In general, reimburse for actual expenses incurred. When it facilitates the processing of reimbursements, per diems are an option. This should be used as a tool to assist with complicated situations/travel (i.e. many receipts for the same day, multiple currencies, etc.).
- For rates, please refer to the per diem table in Concur or visit www.GSA.gov. You will need an arrival and departure time in order to proceed with the reimbursement. Either estimate the time or ask the traveler.

**Lodging receipts are required and cannot be reimbursed by per diem.*

Additional information can be found on our website – <https://www.seas.harvard.edu/financial-operations>