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](http://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](https://www.seas.harvard.edu/financial-operations)