## EXPENSES /DAILY PER DIEM

This policy is designed to assist employees in reporting expenses incurred while conducting [Organization Name] business activities.

[Organization Name] expects employees to act responsibly and professionally when incurring and submitting costs. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes costs for travel, accommodation, and daily costs (such as meals, phone calls, incidentals, etc.) that are reimbursed under a daily per diem.

POLICY

**Accommodation**

Employees will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.

Should the employee be required to pay for their own accommodation, original receipts must be submitted to the employer

Receipts must be accompanied by a summary which outlines:

* The nature of the expense
* The name and titles of the individuals involved
* The purpose of the expense

All expenses must be submitted within 30 days for payment.

**Automobile or Rental Car**

*Please refer to the policy Automobile Use & Reimbursement*

**Meals and Incidentals**

Per Diem rates for meals and incidentals will be provided; no receipts are required. The per diem amount paid for each day of travel is $[insert amount] per day.

Per Diem rates will not be paid where other meal arrangements are provided. For example, continental breakfast offered at a hotel and/or a luncheon included with an event. In such cases, a partial per diem rate will be provided to the employee.

The employer reserves the sole right to determine the amount and/or change the amount of per diem paid to an employee.

Employees are encouraged to retain their receipts for any meals or incidentals they pay for, in a case where the per diem amount may be amended due to specific circumstances.

**Exclusions**

* [Organization Name] does not pay for local travel to and from the office.
* Employees who travel on business for partial days but do return home in the evening are not eligible for expense reimbursement and/or daily per diem.
* [Organization Name] will not be responsible for fuel, maintenance, traffic, or parking violations.