

## CTBP PER DIEM Policy 2017

All students and post docs will receive \$50/day with a maximum of \$250/week for meals and other incidental expenses.

(Transportation is reimbursed separately but requires receipts and an explanation if it is not to and from the airport and your home or the conference location.)

First and last day (Travel days) are reimbursed at \$38.25 per day.

If the conference provides:

Breakfast: subtract \$8  
Lunch: subtract \$12  
Dinner: subtract \$26

On days where all meals are provided, \$4 per diem is paid.

Examples:

First day travel and conference provides dinner  
38.25  
-26.00  
= \$12.25

Last day travel and conference provides breakfast  
38.25  
- 8.00  
= \$30.25

Conference day with banquet  
50.00  
- 26.00  
= \$24.00

Conference day with all three meals provided  
\$4

No, the numbers don't add up. Think of it as non-linear.

NOTE: Travel over 30 days requires per diem at 75% of regular!