

## Policy 2.1: Department Travel Per Diem Policy

Effective April 1, 2023, the Department of Nutrition, Dietetics, and Food Sciences will no longer allow Actuals as an option for individual meal reimbursement. The traveler must select the per diem option on the travel reimbursement form (TR) which is currently set at \$57.00 per day. This new policy will help our department stay within reasonable spending limits for individual meals. Exceptions will be made on a case-by-case basis with prior approval from the Department Head.