

PER DIEM TRAVEL POLICY

The per diem travel policy includes only meals while traveling out of the school county. **All other expenses are at actual cost only. Miles are reimbursed at a set rate per mile. All travel must be approved prior to the actual event.**

The Per Diem day is divided into quarters:

1st Quarter 12:01 A.M. to 6:00 A.M.

2nd Quarter 6:01 A.M. to 12:00 Noon

3rd Quarter 12:01 P.M. to 6:00 P.M.

4th Quarter 6:01 P.M. to 12:00 Midnight

To be eligible for reimbursement for any meals you must depart and return in different quarters. For example, in order to qualify for breakfast you must depart in the 1st quarter and return in at least the 2nd quarter. (You leave at 5:00 A.M. and return at 11:15 A.M.) In order to qualify for breakfast and lunch you must depart in the 1st quarter and return no earlier than the 3rd quarter. (You leave at 5:00 A.M. and return at 3:00 P.M.) In order to qualify for dinner you must not return prior to 8:00 P.M.

The current rates for each meal **within** the state of Utah is as follows.

Breakfast - \$13.00

Lunch - \$15.00

Dinner - \$26.00

The current rates for each meal **outside** the state of Utah is determined by each state. Visit <https://www.gsa.gov/travel/plan-book/per-diem-rates> to get rate.

Mileage driven on and after 12/31/2023 will be reimbursed at the rate of .67 cents per mile or at actual cost for other forms of transportation. Other forms of transportation will be reimbursed at coach class only.