

**Travel Expense Allowances**  
Southern Adventist University  
January 1, 2018

**Auto Travel –** \$0.42 per mile

**Per Diem Rates:**

*Full Per Diem – Employee purchases two+ meals	\$50.00
Half Day Per Diem – Employee purchases one meal	25.00
Fully Entertained – Employee purchases no meals	17.00

**Family Authorized Travel: (For a move to Southern only)**

Employee and Spouse	\$72.00
Fully Entertained	24.00
Each dependent accompanying child	24.00

\*If an employee stays with friends or relatives rather than staying in a hotel, one-half of the single per diem (works out to be \$25.00) may be reported. You can find the *Lodging Receipt in Lieu of Hotel/Motel* form in the Human Resources Department.