

Southern Adventist University
Travel Expense Allowances
January 1, 2019

Auto Travel: \$ 0.42 per mile

Per Diem Rates:

Full Day Per Diem – two meals	\$50.00
Half Day Per Diem – one meal	\$25.00
Fully Entertained	\$17.00

Family Authorized Travel: (For a move to SAU only)

Employee and Spouse	\$75.00
When Fully Entertained	\$25.00
Each dependent accompanying child	\$25.00
When Fully Entertained	\$ 8.00

Lodging in Lieu of Hotel

If an employee stays with friends or relatives rather than staying in a hotel, an amount **up to** one-half of the single full day per diem (works out to be \$25.00/night) may be reported as lodging in lieu of hotel for any actual out of pocket costs related to a token of appreciation or reimbursement for their host (whether monetary or not); this is in addition to the normal per diem for meals based on policy.

Per diem and in lieu of hotel expenses should be reported on separate lines on the expense report. You can find the Lodging Receipt in Lieu of Hotel form in the Human Resources Department or on the website www.southern.edu/hr under forms. Please include this form with your expense report.