

**Southern Adventist University**  
**Travel Expense Allowances**  
**January 1, 2023**

Auto Travel:

**\$0.50 per mile**

Per Diem Rates:

Full Day Per Diem - (You purchased two or more meals)	<b>\$56.00</b>
Half Day Per Diem - (You purchased one meal)	<b>\$28.00</b>
Fully Entertained Per Diem - (For incidentals; when all meals are provided)	<b>\$20.00</b>

Per Diem is intended to help with meals and incidentals for work-related travel.

*Fully Entertained Per Diem* can be claimed for help with incidental expenses any day that all your meals are covered (by the hotel, a conference, or any other group or person), and an overnight stay away from home is included in your trip; *Fully Entertained Per Diem* does not apply for day trips.

Only one type of Per Diem can be claimed per day.

For travel that does not involve an overnight stay away from home (i.e., a day trip), *Half-day Per Diem* is the most that can be claimed and would only apply if returning to campus or home for a meal break is unreasonable. The employee's supervisor must approve any exceptions to this for extenuating circumstances.

Lodging in Lieu of Hotel:

If an employee stays with friends or relatives rather than staying in a hotel, an amount **up to** \$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 standard per diem for meals, including *Fully Entertained Per Diem*, based on policy.

Per Diem and in lieu of hotel expenses should be reported separately 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](http://www.southern.edu/hr) under forms. Please include this form with your expense report.

*Note: Human Resources will work with managers and employees to confirm that all Per Diem expenses fall within university policy as outlined.*

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**For a move to Southern for employment**  
**January 1, 2023**

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

Employee and Spouse (You purchased two or more meals)	<b>\$84.00</b>
When Fully Entertained (For incidentals; when all meals are provided)	<b>\$28.00</b>
Each dependent accompanying child (two or more meals purchased for them)	<b>\$28.00</b>
When Fully Entertained (For incidentals; when all meals are provided)	<b>\$11.00</b>

*Fully Entertained Per Diem* can be claimed for incidental expenses any day that all your meals are already covered (either by a hotel, by family, the university, or any other sponsoring group), and an overnight stay away from home is included in your trip; *Fully Entertained Per Diem* does not apply for day trips. *Fully Entertained Per Diem* cannot be combined with other *Per Diem* amounts.

*Note: Human Resources will work with managers and employees to confirm that all Per Diem expenses fall within university policy as outlined.*