

Updated 01/01/2023

Transportation Policy

Authorized Conference Travel

1. Travel allowance of 65.5 cents per mile.
2. An overnight stop will be allowed for distances in excess of 500 miles per day by the most direct route.
3. Per diem (meals):

Single:	.5 days = \$27.00	for one meal per day
	1 day = \$54.00	for two or more meals per day
Spouse:	.5 days = \$13.50	for one meal per day
	1 day = \$27.00	for two or more meals per day

4. **Original** receipts are required for all parking, fares, motels, etc. For motels, the motel folio (detailed invoice from the motel) is also required.

Exceptions

Exceptions to the above policies may occur for some special events as notified.