The University Travel Policy is in the process of being updated and should be posted to the Controller’s website within the next 30 days. The most significant change in the policy refers to the increase in the State Meal Per Diem effective August 1, 2018.

**STATE PER DIEM ALLOWANCE (MEALS AND INCIDENTAL EXPENSES) – Effective 8/1/18**

The state per diem allowance covers meals and incidental expenses, such as tips and gratuities. Travelers will not be reimbursed separately for these items.

The allowance is a flat rate up to $50 per day which is based on departure and arrival times. If the traveler’s scheduled departure time is before noon, they will receive **$50.00** for the first day of travel. If the traveler’s scheduled departure time is after noon, they will receive **$25.00** for the first day of travel. If the traveler’s arrival time is scheduled before noon, they will receive **$25.00** for the final day of travel. If the traveler’s arrival time is scheduled after noon, they will receive **$50.00** for the final day of travel.

Further questions on the travel policy, the travel and expense module and how to travel can be found on the travel website.  [https://web.uri.edu/controller/travel/](https://web.uri.edu/controller/travel/)

Please don’t hesitate to contact us with any questions or comments.

**Trish**

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