UNIVERSITY OF DALLAS

1845 East Northgate Drive
Irving, Texas 75062-4736

Instructions for the

Per Diem Policy and Request Voucher

Effective October 15, 2014, employees engaged in approved University travel will be provided a *Per Diem* allowance for the time away from the University during which meals would normally occur. This *Per Diem* will be paid in half-day increments depending on the days away from the University; the departure and arrival times; and meals provided by the hotel, a conference, the University through a Business Meal, or any other meal provided to the traveler at no cost to that traveler. A day with all meals paid by the employee will be considered a full-Per-Diem day, days with one or two meals paid by the employee will be considered a half-Per-Diem day, and days with no meals paid by the employee will be considered a zero-Per-Diem day.

To receive the *Per Diem* allowance, travelers are required to submit a ***Per Diem Request Voucher*** detailing the days for which they are eligible for payment. Since Per Diem is self-reported, the traveler is asked to be conscientious and use good judgment in determining whether a day should be counted as a full-, half- or zero day. Receipted reimbursements will no longer be provided for personal food and beverage purchases. Do not use a University credit card to pay for Per-Diem meals while traveling.

The *Per Diem* rate is $70.00 per day, payable in half-day increments.

Completing the Per Diem Request Voucher

This is a fillable PDF, please type in the information. You can Tab between each field.

UNIVERSITY OF DALLAS
1845 East Northgate Drive
Irving, TX 75062-4799

Per Diem Request Voucher

Disposition	
■	Mail
	Hold for Pick-up
	Cash Out (<$200)

Traveler	1
UD ID#	2
Address	3
	4
	5

Cash Out Approval
Cash Received

6

Fund	Organization	Account	Activity Code
7	8	71411	9

First Day of Travel	Last Day of Travel	Total # of Days Traveled	Days with NO Per-Diem	Days with HALF Per-Diem	Days with FULL Per-Diem
10	11	12	13	14	15

Half-day Per Diem Rate	Per Diem Rate	Cash Advance Received (Include a copy of the Advance Request)
$35.00	$70.00	
Half-Day Extended	Full-Day Extended	16
$0.00	$0.00	

Total Per Diem
$0.00

Enter Purpose of Travel

17

Conference – Please provide an agenda from the conference showing meals provided. All – Hotels providing meals with the room rental are considered providing a meal. Provided meals must be deducted from your per diem.

Traveler Signature		Budget Supervisor Signature		
Printed Name	18	Ext 19	Printed Name 20	01/08/2015

Budget Supervisor's Certification: I certify that the information provided on this request is accurate and reflects the Per Diem policies of the University of Dallas.

Business Office Use Only

Pay Date Assigned			Invoice Number	
Vendor Number Assigned			Invoice Date	
Audited				
Fund/Org Review			Vendor #	
Keyed By			Pay Date	
Approved By			Banner Invoice #	

Field	Instructions
1	Type in the traveler's name
2	Type in the traveler's UD identifying number. You do not need to enter the leading "900"
3 – 5	Type in the mailing address for the traveler, especially if the check is to be mailed
6	Using the Radio buttons, select how you want to receive the funds:
	Mail – the check will be mailed to the address entered on lines 3 - 5
	Hold for Pick-up – the check will be held for you in the Business Office
	Cash Out – if the Per Diem Request is for less than $200.00, just bring the completed form to the Business Office for approval and receive cash immediately
7	Type in the Fund Code for the travel expense
8	Type in the Organization Code for the travel expense
9	Type in the Activity Code, if any
10 - 12	Type in the first and last days traveled, and the total number of days traveled
13	Type in the number of days you are claiming NO Per Diem, per Policy stated above
14	Type in the number of days you are claiming HALF Per Diem
15	Type in the number of days you are claiming FULL Per Diem
16	If you received a Cash Advance prior to traveling, enter the amount of that advance and attach a copy of the form to the voucher when it is submitted
17	Type in the Purpose of your travel. You should include where you went, why you went there, and why the University should pay for the travel.
18 - 19	Type in your name, or the traveler's name, and your UD extension
20	Type in the name of traveler's budget director, or the person who will be approving the expense

Some examples:

Travel from December 3rd, departing DFW at 3:00 pm, to 5th, arriving at DFW at 1:00 pm. The traveler would report a per diem of 2 days: ½ day for December 3rd; 1 day for December 4th; and ½ day for December 5th. No meals were provided during this travel.
After completing fields 1 through 9, enter:

> "12/3" into field 10 for the first day traveled
> "12/5" into field 11 for the last day traveled
> "3" into field 12 for the total days traveled
> "2" into field 14 for the number of half-days
> "1" into field 15 for the number of full-days
> "0" into field 16 for no cash advance received

The form will calculate the Per Diem based on the Per Diem rate. Complete the form by entering fields 17 through 20, have the form signed, and submit the completed form to the Business Office.

The scenario is the same as above, except the conference includes continental breakfast and lunch on December 4th, and the traveler is meeting with a potential donor for dinner on the 4th. The traveler would report a per diem of 1 day, and would submit an Expense Reimbursement form for the dinner with the donor. After completing fields 1 through 9, enter:

> "12/3" into field 10 for the first day traveled
> "12/5" into field 11 for the last day traveled
> "3" into field 12 for the total days traveled
> "2" into field 14 for the number of half-days
> "0" into field 15 for the number of full-days
> "0" into field 16 for no cash advance received

The form will calculate the Per Diem based on the Per Diem rate. Complete the form by entering fields 17 through 20, have the form signed, and submit the completed form to the Business Office.