



**Per Diem Rates Chart – Starting January 1, 2025**

In-State (Inside Indiana) .....	\$41.00 daily rate
Out-of-State (All other states, U.S. Territories/Possessions).....	\$52.00 daily rate

**Departure Days:**

Departure at 12:00 p.m. (noon) or earlier .....	100% of the daily rate
Departure at 12:01 p.m. thru 4:30 pm .....	50% of the daily rate
Departure at 4:31 p.m. or later .....	None

**Return Days:**

Return at 8:00 a.m. thru 12:00 p.m. (noon) .....	50% of the daily rate
Return at 12:01 p.m. or later .....	100% of the daily rate

**Meal Rate Deductions:**

Breakfast.....	25% of the daily rate
Lunch .....	25% of the daily rate
Dinner .....	50% of the daily rate

**Same-Day Per Diem**

Meal Per Diem is not paid for same-day travel. Overnight travel must be involved to claim Per Diem.

**Other Per Diem Rates**

For the countries listed below, the Departure Days, Return Days, and Meal Rate Deductions are to be applied as outlined in the above chart:

- China, France, Germany, the Netherlands, Singapore, and the United Kingdom ..... \$65
- Japan ..... \$90
- Korea and Taiwan ..... \$85
- Other Countries ..... \$52

**Meals Provided Deduction**

The University must not pay for a person’s meal more than once. This includes, but is not limited to, meals included in registration fees or by hotels in the room charge. If a person with travel status receives a meal without charge, then the meal rate must be reduced from the daily per diem allowance. However, no deductions will be taken for continental breakfasts or meals served on airplanes.