



Per Diem Rates Chart – Ending December 31, 2024

In-State (Inside Indiana)	\$26.00 daily rate
Out-of-State (Contiguous U.S.).....	\$32.00 daily rate

Departure Days:

Departure at 11:59 am or earlier	100% of the daily rate
Departure at 12:00 pm (noon) thru 4:30 pm	50% of the daily rate
Departure at 4:31 pm 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 non-contiguous U.S., U.S. Territories/Possessions, and countries listed below, the Departure Days, Return Days, and Meal Rate Deductions are to be applied as outlined in the above chart:

- Alaska, Hawaii, and U.S. Territories/Possessions \$50
- China, France, Germany, the Netherlands, Singapore, and the United Kingdom \$65
- Japan \$90
- Korea and Taiwan \$85
- Other Countries \$50

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.