



## Method I (Unreceipted Lodging)

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### Purpose

This document describes the Research Foundation (RF) method of *per diem reimbursement without the use of lodging receipts*.

### Eligibility for Full Per Diem

To be eligible for a *full* per diem, these two criteria must be met:

- the traveler must be eligible for both a breakfast and dinner *to receive the full per diem*, as described in [Meal Eligibility](#),
- and*
- the traveler must be in overnight travel status.

A per diem is not allowed when overnight lodging is at an official residence of the traveler.

### Partial Per Diem

When the traveler is in overnight travel status but is not eligible for the full meal allowance per diem (according to the meal eligibility requirements), the traveler will receive the per diem *less* the allowance for the meal not eligible for reimbursement, *according to the meal eligibility*. The appropriate Method I rates in [Schedule 2](#) (*\$5 for breakfast and \$12 for dinner*) must be used to make the adjustment for the unreimbursed meal. Likewise, if the traveler is entitled to an *additional* dinner or breakfast that is not part of the per diem, the same Schedule 2 rates must be used.

The total payment to the traveler will be the total number of full meal per diems allowed and, if necessary, an adjustment (plus or minus) for meals (see [examples](#) below).

Per diem rates include incidental expenses, such as tips to bellmen and hotel maids.

### Documentation Requirements

#### Travel Payment Request Form

Travel expenses must be documented on the [Travel Payment Request Form](#) or an equivalent form developed by the campus. Locations should not use SUNY travel forms. Location-specific forms must contain the same information as is in the "Travel Payment Request Form," which is available from the Forms resource area in EPSS.

### Original Receipts

Use of receipts to document meal and lodging expenses is not required.

### **Schedules of Rates**

[Schedule 2](#), "Maximum Amounts Allowed for Breakfast and Dinner," under *Method I* lists allowances used for breakfast and dinner. No reimbursement is made for lunch.

[Schedule 3](#), "Per Diem Allowances Within the United States," lists the per diem rates within New York State and other locations within the U.S.

### **Method I Examples**

#### **Example 1**

A traveler leaves Albany on Monday at 6:00 a.m. to go to Buffalo and returns home Wednesday at 5:30 p.m. The traveler is eligible for 2 full meal per diems (\$40/each - see [Schedule 3](#)) and a breakfast. For this example the traveler will be reimbursed the following:

Per diem (2 @ \$40)	\$80.00
Plus breakfast on Wednesday	\$ 5.00 (see <a href="#">Schedule 2</a> , Method I rates)
Total reimbursement	\$85.00

#### **Example 2**

A traveler leaves Buffalo on Monday at 8:00 p.m. to go to Chicago, IL and returns to Buffalo by 6:00 p.m. on Wednesday. Because the traveler is in overnight travel status for 2 nights, he is allowed 2 per diems (\$50/each - see [Schedule 3](#)).

Based on [meal eligibility](#), the traveler is entitled to one meal allowance on Tuesday, and one meal allowance on Wednesday, minus an adjustment for Wednesday's dinner. Because he is returning before 7:00 p.m., the traveler is not eligible for dinner on Wednesday.

Total payment is adjusted, and the traveler receives the following reimbursement:

Per Diem (2 @ \$50)	\$100.00
Less dinner on Wednesday	\$ 12.00 (see <a href="#">Schedule 2</a> , Method I rates)
Total reimbursement	\$ 88.00

Date	Change History
July 5, 2006	Made corrections and revised wording under the "Purpose," Partial Per Diem" and "Schedule of Rates" sections.
March 19, 2001	Updated links to forms and documents. Content of procedure NOT updated.

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