

## **ARTICLE 31 - TRAVEL REIMBURSEMENT**

- A. The University shall reimburse employees in the unit for related per diem and expenses for required travel on official University business. Reimbursement rates and methods shall be those provided to other University staff employees. Travel expenses are considered to be meals, lodging, transportation, registration fees, and miscellaneous expenses and are provided below in accordance with University policy.
1. The maximum daily allowance for meals and incidental expenses for periods in excess of 24 hours is \$50.00.
  2. The maximum daily allowance for meals and incidental expenses for periods of 12-24 hours is \$33.00.
  3. Actual costs for lodging is allowable, as supported by an original receipt.
  4. Private car mileage is reimbursed in accordance with the provisions of the University Business & Finance Manual. Any change in the practice of following the IRS rates, the University will meet and confer with the Union.
- B. Changes in per diem rates, which are uniformly implemented for non-represented staff employees shall be implemented for the employees covered by this Agreement.