### Legacy vs. Reduced meals per diem

- Legacy per diem: Used for meals & lodging for travel prior to 2023 (1/1/2023).
- UW Travel requirements:
  - Don't forget to input the travel status start/end dates and times.
  - Please note the location and dates in the appropriate fields.
  - Documentation of the old per diem must be attached to the expense report as a PDF
  - Add a comment indicating this procedure was followed due to the per diems no longer being listed in the Workday system.
- Reduced Per Diem Meals only: reimbursing less than per diem rate or a custom lower than per diem rate.
  - Documentation required: a copy of the GSA Rate for location and documentation showing the amount requested is within per diem for the timeframe, note what meals were provided.
  - Provide documentation showing the total allowed amount.
  - o For MPs, you can use the meals section on the non-employee travel form.

Meals											,,		
		Were any meals provided by others? Yes   No   See: <u>UWTravel Meals (Per Diem)</u>											
	List Meals: 12/11- dinner; 12/12-lunch												
	Meals cannot be claimed for reimbursement if:  (a) provided by the conference; (b) included within lodging price (i.e. BnB); or (c) paid by other attendees.  Meals Paid for Others are to be listed in the "Other Miscellaneous" Section.  \$175.00												
											\$175.00		
	Date:	12/10/24	12/11/24	12/12/24	12/13/24	12/14/24							
	Breakfast		15	10	15	15							
	Lunch	15	15		15	15							
	Dinner	20		20	20								
Other													

For ERs, you can attach a copy of spreadsheet showing the math.

				Daily total		
Date	Breakfast	Lunch	Dinner	Allowed		
Dec 10th	\$ -	\$ 26.68	\$ 41.40	\$ 68.08		
Dec 11th	\$ 23.92	\$ 26.68	\$ -	\$ 50.60		
Dec 12th	\$ 23.92	\$ -	\$ 41.40	\$ 65.32		
Dec 13th	\$ 23.92	\$ 26.68	\$ 41.40	\$ 92.00		
Dec 14th	\$ 23.92	\$ 26.68	\$ -	\$ 50.60		

\$ 326.60 Total Allowed Per Diem \$175.00 Total Claimed

# Lodging: separate line items for variable nightly rates.

This procedure applies to both domestic and foreign travel.

- Per the UW Travel FAQ page, they mention two different methods to input the different daily rates.
  - We recommend using separate lodging per diem expense lines for each daily rate.

### Spend category for Food expenses:

- If all items purchased are non-taxable, then use "Food" or "Food expense" spend category.
- If you have a combination of taxed and non-taxable items, then you can use "meals and refreshments".

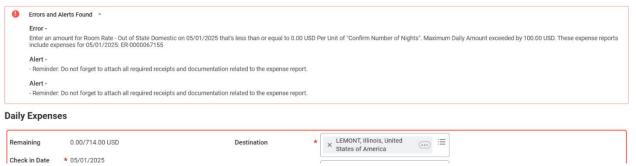
# Miscellaneous Payments checklists for Foreign Nationals:

- Global Support forms to use/reference with MPs, now available and up to date on the website.
  - o Link: https://finance.uw.edu/globalsupport/resources-tools/checklists-charts
  - MP Payment types:
    - Award, prizes
    - Research Subjects
    - Honorarium
    - Non-UW Scholarship
    - Stipend
    - Travel Reimbursement (no honorarium)

## Domestic Per Diem – Cities vs. Counties to use in Workday (via GSA)

The list of destinations for domestic travel in Workday are based on the GSA database, which can change over time. This means that some cities may have been in the GSA database at one time with their own rate but have since been updated into county rates instead.

- For Workday entry, enter the city of the UW business. If the city is not an (or comes up with the 0.00 base nightly rate error, see next bullet point), then use the **county rate**, not a bigger city nearby or the city that was flown into.
- If you receive an error in WD for a per diem overage because the base rate is 0.00
   USD, then use the county instead, the same way as if the city was not in Workday.



- Many cities may be in several counties as well, so use the GSA website to find the correct corresponding county rate (do not use Google to find the county).
  - Example: Lemont, IL (home of Argonne National Labs) In Workday but generates a 0.00 rate. So you should use the county rate.
  - Workday also has listings for "LEMONT (COOK COUNTY)" and "LEMONT (WILL COUNTY)". Lemont, IL is part of 3 counties, 2 of which have rates in Workday. To determine the correct county rate then, use the GSA website.

## FY 2025 per diem rates for Lemont, Illinois

2023

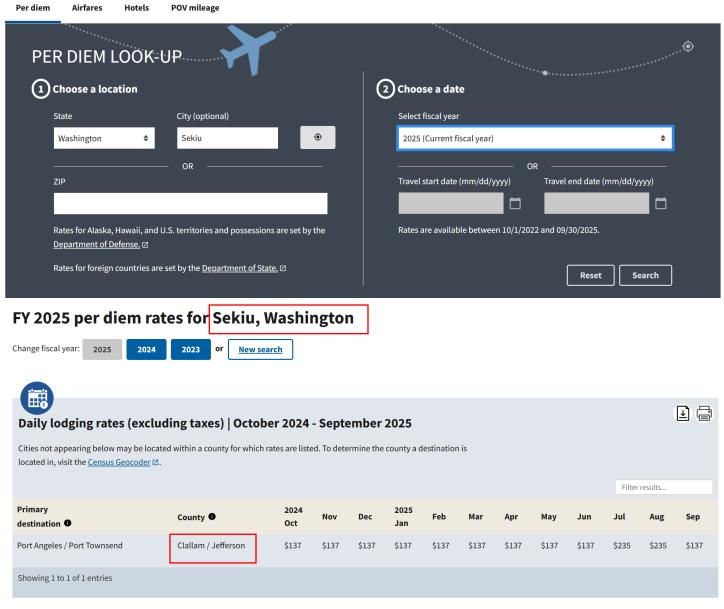
2024

Change fiscal year:

2025



 Another example of when it can be difficult to determine what to enter for Workday: Sekiu, WA – Does not have its own listing in Workday, so the next step is to determine the county rate to use via the GSA.



- So Sekiu per the GSA should be entered as Clallam or Jefferson County, WA.
- Please note that this is only for Domestic Per Diem rates.
  - For Domestic Non-Contiguous (such as Alaska, Hawaii, and U.S. territories), if the city is not listed, then use [OTHER] for that state/territory.
  - o For Foreign, if the city is not listed, then use [OTHER] for that country.