

Compliance Feedback for ESE Monthly Meeting 5/8/25

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.
 - For MPs, you can use the meals section on the non-employee travel form.

Meals	Were any meals provided by others? Yes <input checked="" type="radio"/> No <input type="radio"/> See: UWTravel Meals (Per Diem)											\$175.00
	List Meals: 12/11- dinner; 12/12-lunch											
	<i>Meals cannot be claimed for reimbursement if:</i> <i>(a) provided by the conference; (b) included within lodging price (i.e. BnB); or (c) paid by other attendees.</i> <i>Meals Paid for Others are to be listed in the "Other Miscellaneous" Section.</i>											
	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.

Date	Breakfast	Lunch	Dinner	Daily total 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.

Compliance Feedback for ESE Monthly Meeting 5/8/25

- 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.
 - 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)

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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.

Errors and Alerts Found

Error -
Enter an amount for Room Rate - Out of State Domestic on 05/01/2025 that's less than or equal to 0.00 USD Per Unit of "Confirm Number of Nights". Maximum Daily Amount exceeded by 100.00 USD. These expense reports include expenses for 05/01/2025: ER 0000067155

Alert -
- Reminder: Do not forget to attach all required receipts and documentation related to the expense report.

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Daily Expenses

Remaining0.00/714.00 USD

DestinationLEMONT, Illinois, United States of America

Check in Date05/01/2025

- 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

Change fiscal year: 2025 2024 2023 or [New search](#)

Daily lodging rates (excluding taxes) October 2024 - September 2025													
Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the Census Geocoder .													
Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Bolingbrook / Romeoville / Lemont	Will	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114
Chicago	Cook / Lake	\$223	\$223	\$142	\$142	\$142	\$142	\$234	\$234	\$234	\$202	\$202	\$223
Oak Brook Terrace	DuPage	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115

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- 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.

Per diem Airfares Hotels POV mileage

PER DIEM LOOK-UP

1 Choose a location

State
Washington

City (optional)
Sekiu

OR

ZIP

Rates for Alaska, Hawaii, and U.S. territories and possessions are set by the [Department of Defense](#).

Rates for foreign countries are set by the [Department of State](#).

2 Choose a date

Select fiscal year
2025 (Current fiscal year)

OR

Travel start date (mm/dd/yyyy) Travel end date (mm/dd/yyyy)

Rates are available between 10/1/2022 and 09/30/2025.

Reset Search

FY 2025 per diem rates for Sekiu, Washington

Change fiscal year: 2025 **2024** 2023 or [New search](#)

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter results...

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Port Angeles / Port Townsend	Clallam / Jefferson	\$137	\$137	\$137	\$137	\$137	\$137	\$137	\$137	\$137	\$235	\$235	\$137

Showing 1 to 1 of 1 entries

- 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.
 - For Foreign, if the city is not listed, then use [OTHER] for that country.