

## Per Diem / High Cost City Per Diem

Team – Effective July 1, 2022, the per diem rate for recruiting and business travel will increase from \$35/day to **\$40/day** (\$7B, \$12L, \$18D, \$3I). We have also added a “high cost city” rate totaling **\$60/day** (\$10B, \$15L, \$30D, \$5I) which will be applicable in 12 high cost cities. Please review the per diem policy below and let me know if you have any questions or concerns. Thanks!

### [Per Diem Policy]

Per diem must be used by GTAA staff members and coaches unless meals are purchased in conjunction with team meals or to entertain guests, and/or donors. Exceptions must be approved by the Associate AD for Administration & Finance and include, but are not limited to, the following: staff meetings, trainings or retreats, banquets, other reasons deemed necessary and usual with conducting GTAA business.

***The maximum allowable per diem for recruiting / business travel is \$40.00 (detailed below).***

Recognizing that there are some cities where costs are significantly higher, a high cost cities per diem rate will be in effect for those places. In a regular city the per diem rate is \$40 and the high cost city rate is \$60.

Standard Per Diem	\$7.00 – B	\$12.00 – L	\$18.00 - D	\$3.00 - I	<b>\$40.00</b>
High Cost City Rate	\$10.00 - B	\$15.00 – L	\$30.00 - D	\$5.00 - I	<b>\$60.00</b>

The high cost city rate will only apply when the actual site of competition or your hotel is located within 10 miles of one (1) of these cities. Suburbs of these cities are not included. For example, if the site of competition is the United Center in Chicago, IL, the high cost city rate would apply. If the site is on campus at Northwestern University in Evanston, IL, the standard rate would apply. The high cost city rate is applicable to these 12 cities:

Boston, MA	Chicago, IL	Honolulu, HI
Los Angeles, CA	Miami, FL	Minneapolis, MN
Nashville, TN	New York (all boroughs)	Philadelphia, PA
San Francisco, CA	Washington, D.C.	Las Vegas, NV

All international per diem expenses should follow the limits established by the U.S. Department of State for locations outside of the U.S. A listing of the per diem rates can be accessed at the following web page: [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)

### **Non-Per Diem Meals**

In order for reimbursement to be processed for non-per diem meal expenses, a detailed receipt must be provided with the expense report or credit card reconciliation. In the event that GTAA representatives only retain receipts showing the total cost of meal, the Business Office will require the expense submitter to detail in writing specifics related to meals in question.

When submitting a meal receipt, a list of all participants **MUST** be provided. Expense reports containing meal participants that the Business Office is unable to identify or classify as compliant will be submitted to the Compliance Office for review. Upon completion of Compliance Office review, reimbursement will be provided for the cost associated with meals consumed by attendees approved by the Compliance Office. Any meals provided to non-compliant participants will not be reimbursable.

Employees who are provided meals during the course of travel as a part of a conference, training session, or when hosting or being hosted by another party **MUST** deduct the corresponding meal from the per diem reimbursement for each meal received. An exception may be made if there was a documented medical, dietary, or religious reason for the traveler to not accept the meal provided.

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***Also, staff members and coaches provided a meal during team travel will not be reimbursed for individual personal expenses such as coffee, snacks, etc.***

### **Alcohol**

GTAA will reimburse for alcoholic beverages consumed while entertaining guests, donors or other outside parties (when student athletes/prospective student athletes are not present). On these occasions, the alcohol expenses will be reimbursed, assuming a detailed receipt and a listing of the meal's attendees is provided.

GTAA will not reimburse expenses related to alcoholic beverages that are incurred during recruiting or team travel. Alcoholic beverages should not be consumed in the presence of student-athletes or prospective student-athletes.