

# FACULTY-LED STUDY ABROAD PROGRAMS

## Faculty-Led Meal Reimbursement

---

When developing a program budget, the faculty member(s) must choose to include the standard RIT international per diem rate OR make more accurate daily estimates based on activities and save receipts for reimbursement.

As of May 1, 2024, RIT's Travel Policies & Procedures states that the international per diem rate is \$110 per day (\$25 for breakfast, \$29 for lunch and \$51 for dinner, and \$5 for incidentals) or up to \$131 per day with itemized receipts. The reimbursement option selected by the traveler must be used for the entire duration of the trip. RIT policy also states that we align with US General Services Administration practices and therefore, First and Last Days of Travel will be reimbursed at 75% (\$82.50) of the applicable per diem rate. When preparing your Travel Expense Report (TER), do not deduct the meals for first and last days of travel as the system will automatically deduct 25% for the day's per diem. Travelers using the per diem no receipts required option should deduct meals that have been provided by other sources (i.e. hotel fee includes complimentary breakfast).

Per diem incidental expenses, as defined by the US federal government, refer to small expenses that arise during business travel and are separate from lodging, meals, and transportation costs. These expenses may include tips for baggage handlers, bellhops, hotel maids, and other service personnel.

<https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual>.

If RIT Global is subsidizing faculty costs for the program, RIT Global will fund meal and incidental costs for a maximum of the equivalent of 21 days, including the first and last days of travel. Any meal/incidental costs above this amount must be billed to students in the program fee or subsidized by other means.

For faculty leading semester long faculty-led programs, RIT Global will pay faculty meal per diem expenses only for the days of travel, not to exceed the maximum days outlined above.

Student workers hired to travel with the faculty-led program are eligible to receive the international per diem rate for meals and incidentals while working abroad.

Tips should be included in the meal total.

Alcohol taken with meals is not a reimbursable expense.

[https://www.rit.edu/fa/controller/payable/discretionary\\_expenditures.html](https://www.rit.edu/fa/controller/payable/discretionary_expenditures.html)

All faculty and staff will be required to submit a travel expense report (TER) upon return from the program.