School Policy – Per Diems (University Travel)

Head of School Policy on Claiming Per Diems:

A Per Diem is a daily allowance for living expenses when travelling on University business, and does not require receipts to be kept or individual expenses to be itemized.

The School’s policy on claiming a Per Diem is as follows:

1. A Per Diem is a privilege that is only available in special cases, and which must be used responsibly.

2. A Per Diem should only be sought when the traveller expects it to be impractical or highly inconvenient to use a Corporate Credit Card or to collect receipts (for example, at a conference with group dinners).

3. Travellers intending to claim a Per Diem should include a justification in the travel request.

4. When requesting a Per Diem, the traveller agrees to claim only the actual meals and incidental expenses.

5. Meals that are included without extra charge as part of a conference or a hotel stay should not be claimed as part of the Per Diem.

The more general University Travel Policy is available at:

www.sydney.edu.au/staff/travel/resources/perdiem