Calculating Per Diem in TEM

Instructions

Per Diem also known as Meals is a rate for meals based on location and date determined by the government. The new rates are released in April and October, these will be loaded into TEM then. The website for Continental United States is http://gsa.gov/portal/content/104877. The per diem meals expense type is called 'Meals and Incidentals (Hotel Tips)' and includes the fees and tips given to hotel porters, baggage carriers or hotel staff. The amount in the expense item cannot be edited once calculated.

Meal for a Single Day Trip

Meal reimbursement for single day travel, in accordance with K.A.R. 1-16-18(c)(3), is calculated as a percentage of the daily M&IE rate for the travel location. Same day meals will need to be entered using the expense type Meals (Allowed/Actual), and can only be for either Breakfast, Lunch or Dinner. Refer to the State of Kansas Handbook for other qualifications on meal reimbursement for a single day trip http://admin.ks.gov/offices/chief-financial-officer/travel-information-for-state-employees.

1. In TEM after the Itinerary is entered say No to the per diem box that is populated. TEM does not factor in all of State of Kansas policies regarding travel, therefore the meal is entered manually. If using the web browser Safari and yes is clicked a negative amount will populate on the per diem line, delete it and follow the steps below.

For example, if the per diem amount from CONUS is $51.00 for Topeka KS and the traveler is still in travel status after 6:00 pm Dinner can be reimbursed.

50% of $51.00 is $25.50, enter this amount into TEM with the expense type In-State Meals (Allowed/Actual).

Per Diem for Multiple Business Locations

When a trip includes an overnight stay or more than one approved business location and the cities involved have different per diem rates; the per diem rate for each calendar day will be determined by the location where the lodging is obtained for that night.

Delete the line where the traveler started their day

If line not deleted this error messgae will appear:

Per Diem for Overnight Stay

Meals will be reduced by the following percentage:

- Breakfast 15% Lunch 35% Dinner 50%
- Time of Departure

If the cost of meals is included within the cost of registration fees or other fees and charges paid by the agency or supplied without cost by another party, the daily M&IE rate for the traveler location will be reduced based on the percentage listed above.

Per Diem for Partial Day

If the traveler is in travel status for a partial day, the quarter amount is calculated first and then the deduction is applied. If the traveler leaves at 7:00 am, quarter 1 will not be reimbursed. The day per diem is reduced by 25%, making the daily rate of $51.00 reduced to $38.25.

If Lunch is provided that day, per diem would be further reduced by 35%, making the total for the day $24.86.