

Per Diem

Per Diem = Meals + Hotel

You have a choice when you are on Class A or Class B travel. You can claim a flat per diem of \$80 for domestic or foreign travel or actual lodging plus the State meal allowance. The \$80 per diem rate is intended to reimburse travelers for both lodging and meal expenses.

Class A Travel: continuous travel of **24 hours or more** away from official headquarters.

Class B Travel: continuous travel of **less than 24 hours** which involves overnight absence from official headquarters.

If you travel outside the Continental United States, Hawaii, Alaska and Puerto Rico, contact the travel department at 850-474-3049 for foreign per diem rates.

For further information regarding per diem, please refer to the UWF Travel Manual.