**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, or actual lodging plus the State meal allowance.   
  
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.