

## Per Diem Rates Chart – Starting January 1, 2025

In-State (Inside Indiana) .....	\$41.00 daily rate
Out-of-State (All other states, U.S. Territories/Possessions).....	\$52.00 daily rate

### Departure Days:

Departure at 12:00 p.m. (noon) or earlier .....	100% of the daily rate
Departure at 12:01 p.m. thru 4:30 pm .....	50% of the daily rate
Departure at 4:31 p.m. or later .....	None

### Return Days:

Return at 8:00 a.m. thru 12:00 p.m. (noon) .....	50% of the daily rate
Return at 12:01 p.m. or later .....	100% of the daily rate

### Meal Rate Deductions:

Breakfast .....	25% of the daily rate
Lunch .....	25% of the daily rate
Dinner .....	50% of the daily rate

### Same-Day Per Diem

Meal Per Diem is not paid for same-day travel. Overnight travel must be involved to claim Per Diem.

### Other Per Diem Rates

For the countries listed below, the Departure Days, Return Days, and Meal Rate Deductions are to be applied as outlined in the above chart:

- China, France, Germany, the Netherlands, Singapore, and the United Kingdom ..... \$65
- Japan .....
- Korea and Taiwan .....
- Other Countries .....

### Meals Provided Deduction

The University must not pay for a person’s meal more than once. This includes, but is not limited to, meals included in registration fees or by hotels in the room charge. If a person with travel status receives a meal without charge, then the meal rate must be reduced from the daily per diem allowance. However, no