

## **ESSIC Guidelines regarding Local Travel (Q&A)**

### **Can I submit a per diem reimbursement request if meals are included at the meeting, conference or event I attended?**

No. If a meal is provided a per diem is not to be claimed. If you choose to not join for the included meal, the cost of your meal elsewhere becomes a personal expense. Meals provided at conferences and events are typically part of the registration fee and UMD has already paid for your included meals.---*Please Note: This is a UMD policy <https://purchase.umd.edu/travel/concur/travel-faqs> (please refer to the Meals & Lodging section)*

### **Do you get per diem for local travel to a meeting or conference?**

It depends. If a meal is provided a per diem is not to be claimed. A per diem is money that you get to spend on food and other incidentals (including tips and phone calls). If you are away on travel for more than 12 hours and more than 50 miles from your work duty station. Per diems will be paid at a rate of 75% for 8 hours of active travel on the day of departure and return. ---*Please Note: This a policy of the Code of Federal Regulations(<https://www.ecfr.gov/current/title-41/subtitle-F/chapter-301/subchapter-B/part-301-11>) [example- you are attending a conference being held Baltimore conference, the distance is 30.7 miles from UMD therefore this local travel does not qualify for per diem]*

### **Could I book a hotel for my local conference?**

It Depends. All travel, including In-State travel with an overnight stay, requires pre-approval. Pre- approval will be granted only if your conference is more than 50 miles from your work duty location and/or if there is a strong justification of why there is a need for lodging [example- you are presenting at the local Baltimore conference and your session is at 8am therefore you need to be there before 7am to set up]

### **Will I get reimbursed for my parking during local travel?**

Yes. Parking Fees and tolls are reimbursable when required for business travel.

### **Will I get reimbursed for mileage during local travel?**

Mileage for use of personal vehicles is calculated at the current State of Maryland rate. "Mileage is calculated from the traveler's official work location (or from their home) to their business destination, including airports, train stations, and lodging locations. Personal vehicle use does not include commuter travel or work related travel on campus or in the adjoining communities where UMD has facilities (i.e., Severn Building, College Park City Hall, Discovery District, etc.)."

<https://purchase.umd.edu/travel/concur/travel-procedures-updated-concur>