

Alabama A&M University

In-state Meal & Lodging Reduction Schedule

(when meals are provided)

Travel prior to July 1, 2018

# of Meals Provided	Reduction Amount	Reduction Amount Calculation
1	\$ 11.25	15% of the \$75 daily per diem
2	22.50	15% of the \$75 daily per diem x 2
3	30.00	Total meal reimbursable amount

Travel July 1, 2018 and after

Same Day Travel or One Night's Stay

# of Meals Provided	Reduction Amount	Reduction Amount Calculation
1	\$ 12.75	15% of the \$85 daily per diem
2	25.50	15% of the \$85 daily per diem x 2
3	34.00	Total meal reimbursable amount
Lodging		If lodging is paid by the University, per diem must be reduced by \$51, which is the total per diem (\$85) minus meals portion of per diem (\$34).

Two or More Night's Stay

1	\$ 15.00	15% of the \$100 daily per diem
2	30.00	15% of the \$100 daily per diem x2
3	40.00	Total meal reimbursable amount
Lodging		If lodging is paid by the University, per diem must be reduced by \$60, which is the total per diem (\$100) minus meals portion of per diem (\$40).