

Southern Adventist University
Travel Expense Allowances
January 1, 2016

Auto Travel – \$.42 per mile

Per Diem Rates:

*Full Per Diem – two meals	\$48.00
Half Day Per Diem – one meal	24.00
Fully Entertained	16.00

Family Authorized Travel: (For a move to SAU only)

Employee and Spouse	\$72.00
Fully Entertained	24.00
Each dependent accompanying child	24.00

*If an employee stays with friends or relatives rather than staying in a hotel, one-half of the single per diem (works out to be \$24.00) may be reported. You can find the *Lodging Receipt in Lieu of Hotel/Motel* form in the Human Resources Department.