

## Addendum “A” to Travel Policy

### Employee Policies

- (1) PER DIEM RATES FOR MEALS & INCIDENTAL EXPENSES (M&IE): Within the State of Utah, the following per diem for M&IE applies:

M&IE Total	Breakfast	Lunch	Dinner
\$63	\$16	\$18	\$29

Per diem rates for M&IE for all other states can be found at the US General Services Administration's (GSA) website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).

- (2) MILEAGE FOR PERSONAL VEHICLE USE: \$0.58 cents /mile  
(3) LODGING WITH RELATIVES: \$40.00/night  
(4) MAXIMUM ALLOWANCE FOR GRATUITIES  
(a) Meals & Taxi Service: 20% of charges  
(b) Maid service, shuttle bus drivers, bellhops, etc.\$5.00/occurrence

Revision Dates: January 1, 2019