Changes to Travel Policy

Effective: February 1, 2012

What’s New?

**Item #1:** Business Class Travel Rule: Business class travel will be allowed on trips 8 hours or more in length, per segment, where the budget supports. Business class travel must be pre-approved within your school or division. Grant funded travel must follow class rules as set forth by the granting agency. Typically, no federally funded grants will support business class travel.

**Item #2:** PER DIEM: For trips beginning 2/1/12 or after, travelers can now elect to be reimbursed for their travel expenses by receipt or via per diem. Per Diem at Tufts is for Meals and Incidental Expenses (M&IE). Receipts for airline, train, rental car, hotels and some taxis are still required when using the per diem option. Travel expenses will be reimbursed on an entire trip basis, e.g. one method or the other.

Why the change?

These changes are a result of feedback received at the community-wide travel focus group sessions and an examination of best practices in higher education. A choice of reimbursement method should provide travelers with more flexibility.

What do I need to know?

Per diem amounts are determined by the federal government (GSA), who publishes rates for foreign and domestic travel. Please note that per the federal government, a traveler will only be reimbursed 75% of the per diem rate on the day of departure and day of return.

A [Per Diem guide](#) has been developed for you. It includes links to where the per diem rates are listed, and most importantly, a table which describes what constitutes Meals and Incidental Expenses. Please review this document carefully. In addition, our travel [policy](#) and [reimbursement form](#) have been updated to reflect these changes.

Who do I call with questions?

Questions regarding these changes should be directed to Peter Barone at extension 73356 or via email at peter.barone@tufts.edu.