

SUBSISTENCE ALLOWANCE for Staff Members

Meal Reimbursement for Departure Day and Return Day	
Day of Departure	
12:01am – 6:00am	Full Day 100% = B,L,D.
6:01am – 12:00 Noon	3/4 Day 75% = Lunch & Dinner
12:01pm – 6:00pm	Half Day 50% = Dinner
6:01pm – 12:00 Midnight	No Meals Allowed
Day of Return	
12:01am – 6:00am	No Meals Allowed
6:01am – 12:00 Noon	1/4 Day 25% = Breakfast
12:01pm – 6:00pm	Half Day 50% = Breakfast & Lunch
6:01pm – 12:00pm Midnight	Full Day 100% = B,L,D

Meal Reimbursement Policy for One Day travel

You may claim if out-of-office over 5 hours of time

If leave between 12:01 and 6 am

Return between 5:01am & 6 am (after 5 hours total)

1/4 Day 25% = Breakfast

Return between 12:01pm & 6:00pm = B & L allowed

Half Day 50% = Breakfast & Lunch

Return 6:01 pm & midnight = full day

Full Day 100% = B,L,D

If you leave between 6:01am & 12:00 noon

Return between 11:01am & 6 pm (after 5 hours total)

1/4 Day 25% = Lunch

Return between 6:01pm & midnight = lunch & dinner

3/4 Day 75% = Lunch & Dinner

If leave between 12:01pm & 6pm

Return between 5:01pm & midnight (after 5 hours total)

Half Day 50% = Dinner

Employee per diem/ per day by meals (NOT to be used for TEAM TRAVEL (see next page)

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Breakfast:	\$13	\$13	\$14	\$16	\$17	\$18
Lunch:	\$14	\$15	\$16	\$17	\$18	\$19
Dinner:	\$23	\$23	\$26	\$28	\$31	\$34
Incidentals:	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5
Daily Totals:	\$55	\$56	\$61	\$66	\$71	\$76

Next page has the Athlete Per Diems by meals & by Tiers

Athlete per diems will be the amounts shown below: (less \$5 a day for incidentals)

Also, use these amounts for Staff traveling with TEAM

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Breakfast:	\$13	\$13	\$14	\$16	\$17	\$18
Lunch:	\$14	\$15	\$16	\$17	\$18	\$19
Dinner:	\$23	\$23	\$26	\$28	\$31	\$34
Daily Totals:	\$50	\$51	\$56	\$61	\$66	\$71

Big 12 Cities Tier levels:

Tier 1: Ames, IA; Lawrence, KS; Lubbock, TX; Manhattan, KS; Norman, OK; Stillwater, OK

Tier 2: Morgantown, WV; Waco, TX

Tier 3: Austin, TX; Fort Worth, TX;

Tier 4: Dallas, TX

Miscellaneous:

Kansas City, Missouri (Sprint Center) is a Tier 4

New York City, New York is a Tier 6