

## 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)  
 Return between 12:01pm & 6:00pm = B & L allowed  
 Return 6:01 pm & midnight = full day

1/4 Day 25% = Breakfast  
 Half Day 50% = Breakfast & Lunch  
 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)  
 Return between 6:01pm & midnight = lunch & dinner

1/4 Day 25% = Lunch  
 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
Breakfast:	\$13	\$14	\$16	\$17	\$18
Lunch:	\$15	\$16	\$17	\$18	\$20
Dinner:	\$26	\$29	\$31	\$34	\$36
Incidentals:	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5
Daily Totals:	\$59	\$64	\$69	\$74	\$79

*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
Breakfast:	\$13	\$14	\$16	\$17	\$18
Lunch:	\$15	\$16	\$17	\$18	\$20
Dinner:	\$26	\$29	\$31	\$34	\$36
Daily Totals:	\$54	\$59	\$64	\$69	\$74

---

**Big 12 Cities Tier levels:**

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

Stillwater, OK; Morgantown, WV

Tier 2: Austin, TX; Fort Worth, TX; Waco, TX

Tier 3: Dallas, TX

**Miscellaneous:**

*Kansas City, Missouri (Sprint Center) is a Tier 2*

*New York City, New York is a Tier 5*