

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
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;

Morgantown, WV; Norman, OK; Stillwater, OK

Tier 2: Austin, TX; Fort Worth, TX; Provo, UT; Salt Lake City, UT; Tucson, AZ;

Waco, TX

Tier 3: Boulder, CO; Dallas, TX; Houston, TX; Orlando, FL; Tempe, AZ

Tier 4: Cincinnati, OH

Miscellaneous:

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

New York City, New York is a Tier 5