

FACULTY-LED STUDY ABROAD PROGRAMS

Faculty-Led Meal Reimbursement

When developing a program budget, the faculty member(s) must choose to include the standard RIT international per diem rate OR make more accurate daily estimates based on activities and save receipts for reimbursement.

RIT's Travel Policies & Procedures states that the international per diem rate is \$78 per day: \$13 for breakfast, \$21 for lunch and \$44 for dinner. <https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual>

If RIT Global is subsidizing faculty costs for the program, RIT Global will fund meals costs up to a maximum of \$1,638 whether or not the faculty member is opting for the per diem or collecting receipts. (This is equivalent to \$78/day for 21 days.) If a faculty member is using an apartment where they can make their own meals or hotel where breakfast is included the maximum is \$1,365. Any meal costs above this amount must be billed to students in the program fee or subsidized by other means.

For faculty leading semester long faculty-led programs, RIT Global will pay faculty meal per diem expenses only for the days of travel, not to exceed the maximums outlined above.

Students working as TAs are not eligible for a per diem and must save receipts to get reimbursed for meals.

Tips should be included in the meal total.

Alcohol taken with meals is not a reimbursable expense.

https://www.rit.edu/fa/controller/payable/discretionary_expenditures.html

All faculty, staff, TAs will be required to submit a travel expense report (TER) upon return from the program.