STETSON UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
Guidelines for Faculty Professional Development Funding (FPDF)
Purchasing and Reimbursement
(rev. August 2026)

Purchasing and Reimbursement

If you are awarded FPDF funding, please request and use Purchase Requisition(s) to pay for major expenses in advance, when possible, to benefit from Stetson's corporate tax-free status.

- Please submit your completed Purchase Requisition(s) to the Dean's Office via email, once your request has been approved.
- Open purchase orders will not be approved for use in conjunction with Faculty Professional Development Funds.
- Faculty members who opt to pay for approved expenses 'out-of-pocket' or with a personal credit card *will not receive reimbursement until all travel has been completed and appropriate documentation has been submitted.*

If you are awarded funding, to request reimbursement for approved expenses, please have your departmental administrative specialist submit a reimbursement form and all receipts to the CAS Dean's office. The CAS Dean's Office will reimburse your out-of-pocket meals at the approved per diem rates, and you need not submit receipts for these meals. Please note: Do not add the Fund, Org, Account, and Program (FOAP) at the bottom of the travel reimbursement form. The CAS Dean's office will add the correct FOAP for processing.

- Your request for reimbursement must be submitted <u>within ten business days</u> of your return or of your usage of funds. Failure to submit the required documents or failure to submit the required documents within ten business days may result in forfeiture of funds.

If you use your personal vehicle for transportation, you will need to calculate the mileage using a map app (save the information as a pdf file to include with your request). Stetson's travel reimbursement form will include the reimbursement amount per mile as an automatic calculation. Information on how to research approved per diem rates can be found on the next few pages.

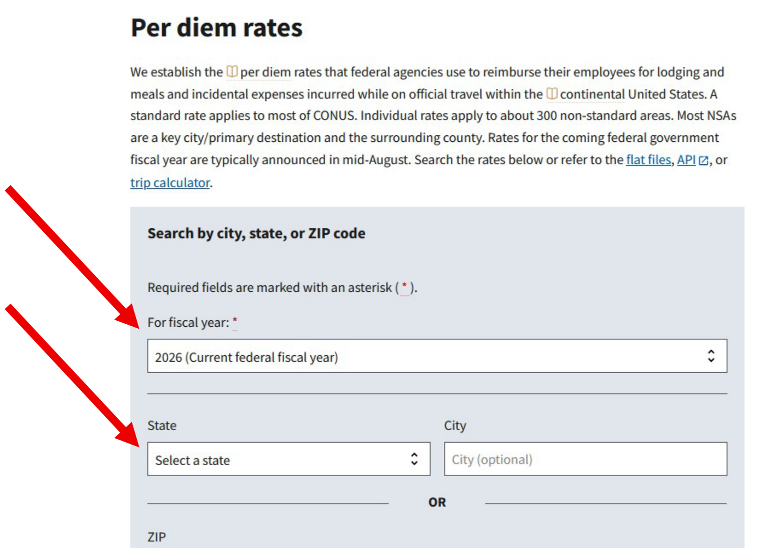
If your request for funding is denied or is approved for only partial funding or if your actual expenses exceed the amount you are awarded, please <u>retain</u> your *original itemized receipts* for those items which are not covered by your funding award (i.e., for any legitimate expenses you covered personally). If you submit an original receipt to receive partial funding, please keep a copy of it. Toward the end of the fiscal year, if funds remain in the Faculty Professional Development budget, the Dean's Office will issue a call for supplemental funding opportunities and you will need this documentation to request reimbursement.

Please see both Stetson's travel policies and procedures and the CAS Guidelines for FPDF for more information.

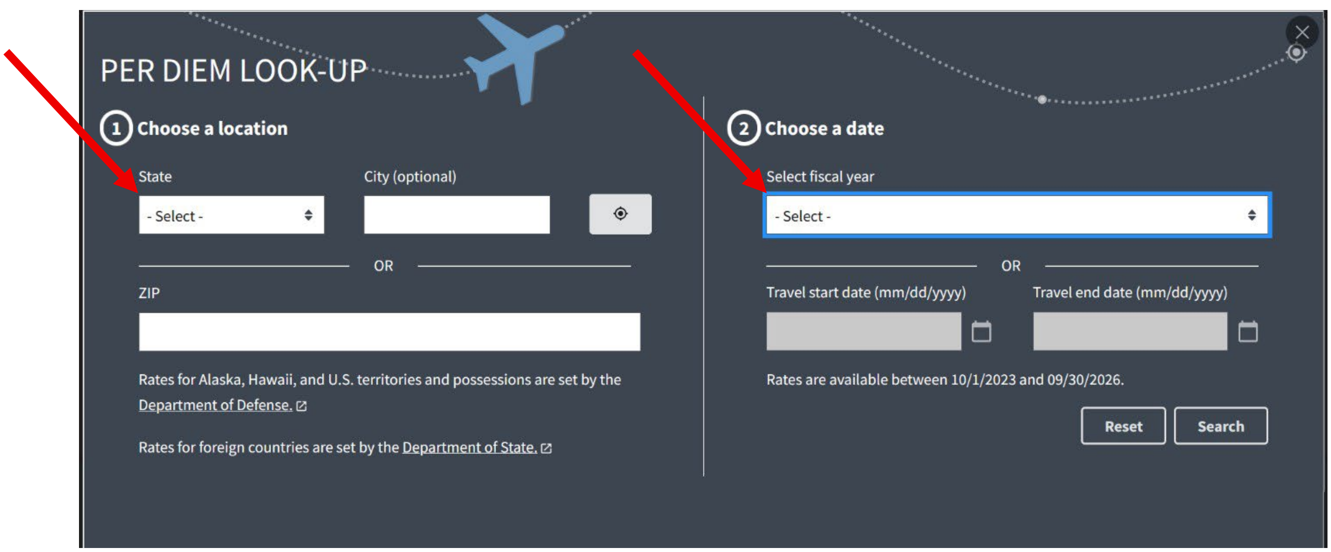
How to Look Up Per Diem Rates

For U.S. Travel:

Go to the GSA website at https://www.gsa.gov/travel/plan-book/per-diem-rates. Scroll down OR Click on the “Per diem lookup” (in the upper right of screen). Enter the state and city OR Zip code of your destination and select the Federal Fiscal year for your travel and click “find rates.”



OR



As an example, if you entered “Atlanta, Georgia” as your city and state, your results will look like the page below. Look for the meals and incidental expenses (M&IE Total) column.

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See M&IE breakdowns for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Atlanta	Fulton / Dekalb	$86	$22	$23	$36	$5	$64.50

Showing 1 to 1 of 1 entries

Using the example of Atlanta above, the per diem rate for meals and incidental expenses is $86 (see red box). Because Stetson does not pay incidental expenses ("IE"), you must subtract those expenses from your meal per diem request. Hence, for Atlanta, the allowable reimbursable meal per diem total is $81. Note that the amounts allowed for the first and last days of travel (see red oval) are also included and reflect IE. You will need to recalculate 75% of breakfast, lunch, and dinner (e.g., $36 dinner*75% = $27 for Atlanta), and these are the amounts you should request when seeking funding for first and last day of travel.

Save the page (as a PDF) that is comparable to the one for your location and submit it with both your funding and reimbursement requests.

<u>For Travel Outside the U.S.</u>

Visit the U.S. Department of State website at https://allowances.state.gov/web920/per_diem.asp. The page should look similar to the one below. Enter the country of your destination.

Using the example of Stockholm, Sweden, according to the red box on the table below for meals and incidental expenses (“M & IE Rate”), the rate is$155.

Foreign Per Diem Rates In U.S. Dollars
DSSR 925

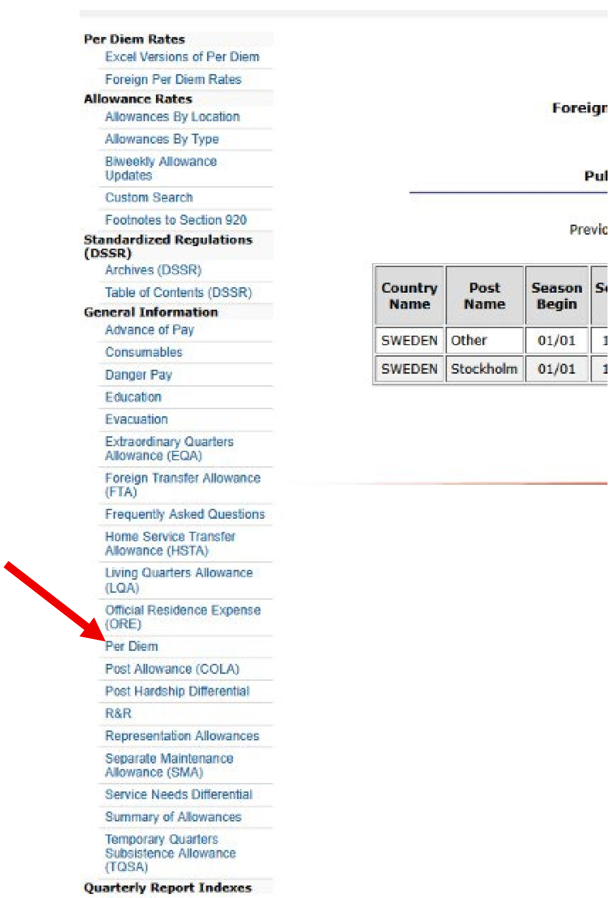
Country: SWEDEN
Publication Date: 05/01/2026

Previous Rates: 05/01/2026 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
SWEDEN	Other	01/01	12/31	293	155	448	N/A	04/01/2026
SWEDEN	Stockholm	01/01	12/31	293	155	448	N/A	04/01/2026

Save this page (as a pdf) and submit it with both your funding and reimbursement requests.

Next, to determine meal per diem rates, click on “per diem” from the left menu bar, then click on “Appendix B.”



Per Diem Rates

FOREIGN PER DIEM RATES:

Foreign per diem rates are established by the Office of Allowances as maximum U.S. dollar rates for reimbursement of U.S. Government civilians traveling on official business in foreign areas. Foreign per diem rates are updated monthly and are effective the first day of each month and are published in DSSR Section 925. The Bureau of Public Affairs of the Department of State offers a subscription service that permits individuals to receive notices when Foreign Travel Per Diem rates are updated. To subscribe please click here.

The rates consist of a maximum lodging portion and a maximum meal and incidental expenses (M&IE) portion. Lodging and M&IE (Meals & Incidental Expenses) are reported separately followed by a combined daily rate. The breakdown of rates by meals and incidentals is found in Appendix B.

The maximum lodging amount is intended to substantially cover the cost of lodging at adequate, suitable and moderately-priced facilities. The M&IE portion is intended to substantially cover the cost of meals and incidental travel expenses such as laundry and dry cleaning. The maximum per diem rates for foreign countries are based on costs reported in the Hotel and Restaurant Survey (Form DS-2026) submitted by U.S. government posts in foreign areas. This report includes prices for hotel rooms and meals at facilities representative of moderately priced and suitable hotels and restaurants most frequently used by typical Federal travelers.

The lodging portion of the allowance is based on average reported costs for a single room, including any mandatory service charges and taxes. The meal portion is based on the costs of an average breakfast, lunch, and dinner at facilities typically used by employees at that location, including taxes, service charges, and customary tips. The M&IE rate is based on these meal costs plus an additional amount, equal to 10% of the combined lodging and meal costs, to cover incidental travel expenses. Because taxes are included in the lodging and meal prices, we use to determine the foreign per diem rates, tax expenses may not be reimbursed separately. The incidental expenses portion of the per diem rate includes laundry and dry-cleaning expenses. Therefore, these expenses may also not be claimed separately.

Once you select Appendix B, the page displays a chart with rates from $1 to $265. Scroll until you find the amount for your destination. Subtract the amount for “Incidentals” from the “M & IE Rate” total to get the allowable meal per diem total, which, in this example case, is $124 ($155 minus $31 for Incidentals = $124 allowable meal per diem total). You will need to recalculate 75% of the total for breakfast, lunch, and dinner (e.g., $23 breakfast *75%= $17.25 for Stockholm), and these are the amounts you should request when seeking funding for first and last day of travel.

Use the per meal rates to estimate your meal costs in your requests for funding and reimbursement.

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
$152	23	38	61	30
$153	23	38	61	31
$154	23	39	61	31
$155	23	39	62	31
$156	23	39	63	31

Save this page (as a pdf) and submit it with your funding and reimbursement requests. You only need to include the page with your information, not the whole list.