

Travel Policy on per diem.

2.10 Per Diem

Reimbursement on a per diem basis is the payment of a flat sum, normally for periods of extended duration for Domestic travel, to cover food and lodging expenses for each day in lieu of a statement of actual cost. Per diem and actual costs may not be combined on the same trip.

Per diem reimbursement is advantageous in circumstances where an individual's actual expenses are difficult to separate from those of a group sharing costs or when the record keeping involved in actual reimbursement would be unusually burdensome. In these and other appropriate situations, per diem may be established by department heads, laboratory directors or project supervisors with prior approval of the Controller of the Institute.

In the case of foreign travel, reimbursement on a per diem basis may be made without prior approval of the Controller.

http://controllers.mit.edu/site/travel/policies_procedures/mit_p_p/mit_travel_policy_and_procedure_manual/2_0_normal_travel