



### **Per Diem Meal Reimbursement Policy**

The UPTF will reimburse members and staff the actual cost of meals while traveling out of town on Union Business up to the following amounts per meal:

Breakfast: \$10.00

Lunch: \$15.00

Dinner: \$30.00

Alcoholic beverages will not be reimbursed. While reimbursements will not exceed the above amounts for each meal (\$55.00 per diem maximum), the actual reimbursement will be based on the submitted receipts and could be less than the daily maximum.

**For travel days**, reimbursement will be limited to either lunch and dinner (\$45.00 maximum) for those departing before noon or breakfast and lunch (\$25.00 maximum) for persons returning home after 3 pm. If the returning arrival time is after 6 pm, full day reimbursement per diem will apply; if the departure from home is after 6 pm, there will be no reimbursement for that day.