



Calculating Per Diem Reimbursements

When business travel is *greater than 18 hours*, travelers are reimbursed using the Per Diem method. Per Diem reimbursement for days of departure and return is calculated in terms of four six-hour quarters, as shown in the table below:

Calculating for Per Diem Only for Overnight Travel	
Within the State of Illinois	
Departure:	
12 a.m. – 5:59 a.m.	\$28.00
6 a.m. – 11:59 a.m.	\$21.00
12 p.m. – 5:59 p.m.	\$14.00
6 p.m. – 11:59 p.m.	\$7.00
Arrival:	
12 a.m. – 5:59 a.m.	\$ 7.00
6 a.m. – 11:59 a.m.	\$14.00
12 p.m. – 5:59 p.m.	\$21.00
6 p.m. – 11:59 p.m.	\$28.00
Outside of the State	
Departure:	
12 a.m. – 5:59 a.m.	\$32.00
6 a.m. – 11:59 a.m.	\$24.00
12 p.m. – 5:59 p.m.	\$16.00
6 p.m. – 11:59 p.m.	\$8.00
Arrival:	
12 a.m. – 5:59 a.m.	\$ 8.00
6 a.m. – 11:59 a.m.	\$16.00
12 p.m. – 5:59 p.m.	\$24.00
6 p.m. – 11:59 p.m.	\$32.00
When a meal is covered in a registration or conference fee:	
Instate:	
For Breakfast/Lunch	\$5.50
For Dinner	\$17.00
Out of State:	
For Breakfast/Lunch	\$6.50
For Dinner	\$19.00