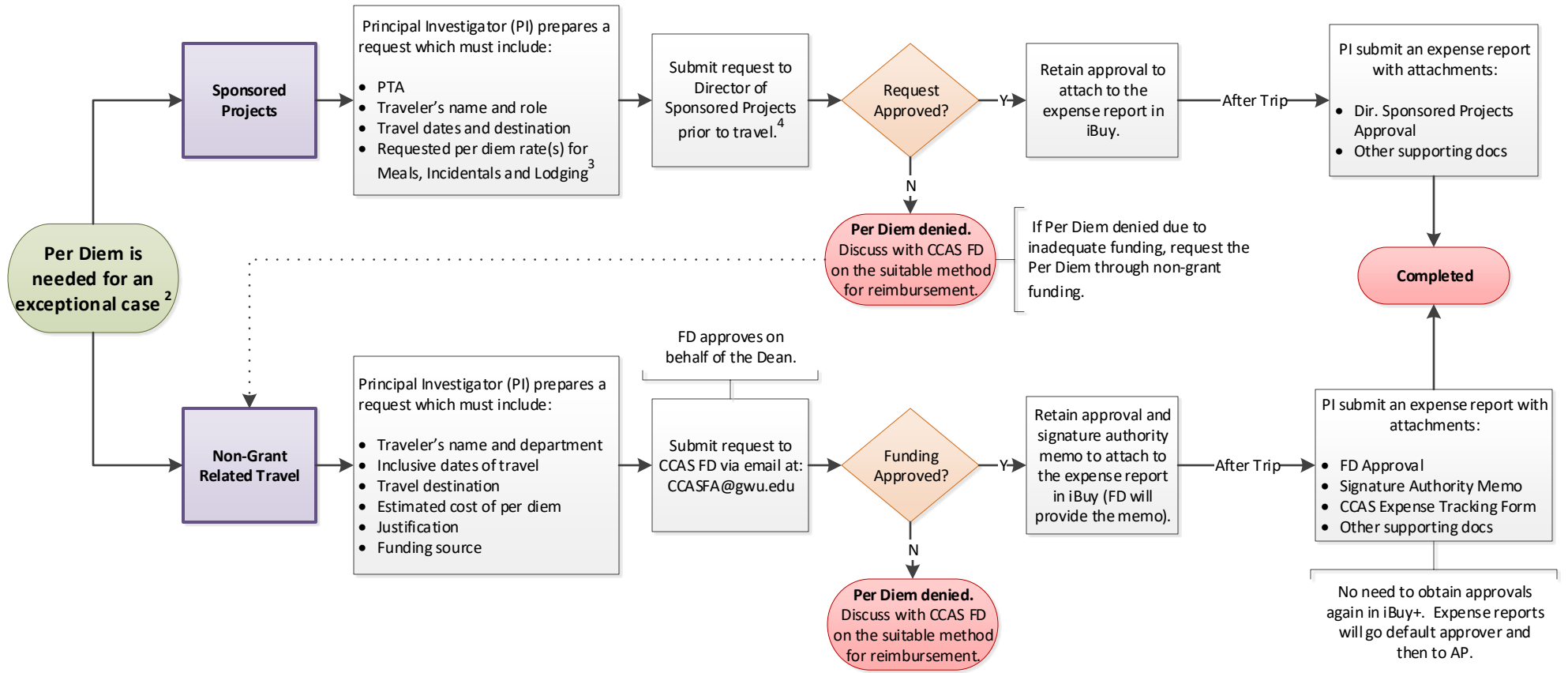


Travel Per Diem Requests ¹



Notes:

1. Per Diems are for meals & incidentals (M&I), and lodging. Approval must be granted prior to travel. CCAS will only consider per diems for meals and incidentals only.
2. Under the current GW Travel Policy, the university does not utilize per diems except in exceptional cases (i.e., travel to countries lacking stable currencies where credit card usage is not favored, extended stays, or other special circumstances). This means per diems are only for international travel. If unsure of whether per diems apply to your situation, consult with the CCAS FD via email at CCASFA@gwu.edu.
3. Please use the Foreign Per Diem Rates by Location as determined by the U.S. Department of State. The CCAS Expense Tracking Form on the CCAS Per Diem Policy can also be used as a tool to estimate Per Diems.
4. Director of Sponsored Projects: Shandra White (email: shandra@gwu.edu)

More Info for Sponsored Related Per Diems: <https://sponsoredprojects.gwu.edu/meals-and-incidentals>

More Info for Non-Sponsored Related Per Diems: <https://blogs.gwu.edu/ccasresearch/policies/ccas-per-diem-policy/>

For more information, please see **Section 2** of the **CCAS Staff Manual and Resource Guide**.

Foreign Per Diem Rates by Location

CCAS Per Diem Policy