

HOW DO I CALCULATE THE # OF PER DIEM DAYS?

Calculating Per Diem Days

The total number of per diem days that the traveler is entitled to is calculated using the actual dates and times of the of the travelers departure and return (Less any personal portions).

**Total Per Diem Days = Departure Day Calculation + Full Days + Return Day Calculation
– Personal Portion**

Departure Day Calculation

Use the departure time on the itinerary and match it up against this table to get the per diem allowed for the departure day.

TIME OF DEPARTURE	ALLOWED ON DAY OF DEPARTURE
12:01AM – 6:00 AM	1 DAY
6:01 AM – 12:00 PM	$\frac{3}{4}$ DAY (or 0.75)
12:01 PM – 6:00 PM	$\frac{1}{2}$ DAY (or 0.50)
6:01 PM – 12:00 AM	$\frac{1}{4}$ DAY (or 0.25)

If the traveler's itinerary shows a departure time of 3:30AM, then the per diem allowed would be 1 day for the depart day.

Full Days

All of the days after the depart day and before the return day.
Helpful Hint: use your fingers to actually count the days.

Sample

Calculate # of full days:

depart: 7/1/02 at 8:30am

return: 7/5/02 at 6:30am

The full days are July 2,3, and 4

of full days = 3

Return Day Calculation

Use the return time on the itinerary and match it up against this table to get the per diem allowed for the return day.

TIME OF RETURN	ALLOWED ON DAY OF RETURN
12:01AM – 6:00 AM	¼ DAY (or 0.25)
6:01 AM – 12:00 PM	½ DAY (or 0.50)
12:01 PM – 6:00 PM	¾ DAY (or 0.75)
6:01 PM – 12:00 AM	1 DAY

If the traveler's itinerary shows a return time of 7:30AM, then the per diem allowed would be 0.50 day for the return day.

Personal Portion of Travel

Any personal days included in the travel MUST be OMITTED from the calculation of Per Diem Days. Including the travel time to the Personal Destination.

Contact your fiscal officer if your travel includes any personal stops.

Total Per Diem Days = Departure Day Calculation + Full Days + Return Day Calculation – Personal Portion

Example

Conference is from 5/23-5/25 in New Orleans, LA

Flight Itinerary

5/22 7:50 am Depart – Honolulu, HI Hawaiian Air
11:50 pm Arrive – New Orleans, LA

5/26 7:40am Depart – New Orleans, LA Hawaiian Air
2:35 pm Arrive – Honolulu, HI

Calculation of Per Diem

Depart Day Calculation: 7:50AM =	¾ day
Full Days: Conference Days =	3 days
Return Day Calculation: 2:35PM =	¾ days
Personal Portion (subtract): None =	0
Total Per Diem Days =	<hr/> 4 ½ days