

**HUMAN RESOURCES
PER DIEM (STAFF MEMBER ONLY) page 2**

SECTION 5 - APPROVAL

In approving this payment, I confirm that:

- I am an Approved Delegate;
- Funds are available; and
- This payment adheres to the University Finance Manual guidelines (refer www.finserv.uwa.edu.au/fin_accounting/finance_manuals/ufm).

Name (please print)

Signature of Approved Delegate (See HR Delegations)

Contact number/extension

Date (dd/mm/yy)

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PER DIEM DEFINITIONS

TERM	DESCRIPTION/REQUIREMENTS
Per diem	<p>Latin for "by the day/daily".</p> <p>A Per Diem is a flat rate payment to cover accommodation and living expenses while travelling on University business.</p> <p>For domestic travel, this Per Diem covers; accommodation, meal and incidental expenses.</p> <p>For overseas travel, this Per Diem covers; meals and incidental expenses <u>only</u>.</p> <p>Flights and overseas accommodation are booked and paid for by the work area or by corporate credit card for reimbursement through Financial Services. This form is NOT to be used for reimbursement of actual expenses (based on receipts); claims of this nature should be sent directly to Financial Services.</p>
Professional Staff Domestic Travel	Please refer to the UWA Travel Payments policy .
Professional Staff International Travel	Please refer to the taxation ruling at the Australian taxation Office web page at: Income tax: what are the reasonable travel and meal allowance expense amounts for 2016-2017?
Academic Staff Domestic and International Travel	Please refer to the taxation ruling at the Australian taxation Office web page at: Income tax: what are the reasonable travel and meal allowance expense amounts for 2016-2017?