

PER DIEM DEFINITIONS

TERM	DESCRIPTION/REQUIREMENTS	ONCOSTS CHARGED
Per diem	Latin for 'by the day/daily'. Flat daily rate for accommodation/living expenses while travelling on University business. This form is NOT to be used for reimbursement of actual expenses (based on receipts); claims of this nature should be sent to Financial Services.	
General Staff	Please refer to the University's General Staff Agreement section on travel allowances at: www.hr.uwa.edu.au/agreements/general/general_staff_agreement/schedules/schedule_d_travelling_allowance	General Staff - no PRT
Academic Staff	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 2008-2009?	Academic Staff - PRT applies