

Infectious Diseases Resources

Per Diem Travel Request

Purpose: The purpose of this page is to provide guidance to both faculty and staff members on how to submit a per diem request for upcoming travel. These instructions are for Boston Medical Center accounts only.

A. What is a Per Diem?

- a. A Per Diem is a monetary allowance paid to a traveler prior to their travel dates that can be used for lodging, meals, and incidental expenses.

B. Where do I find the Per Diem rate for the (city/country/state/country I am traveling to)?

- a. Per Diem rates vary depending on the city/state/country. Please visit www.gsa.gov/perdiem to find the rate.
- b. There are two separate rates provided on the gsa.gov website. The traveler can choose to accept one or both of the per diem rates when submitting their request.
 - i. Daily Lodging Rate, for example:



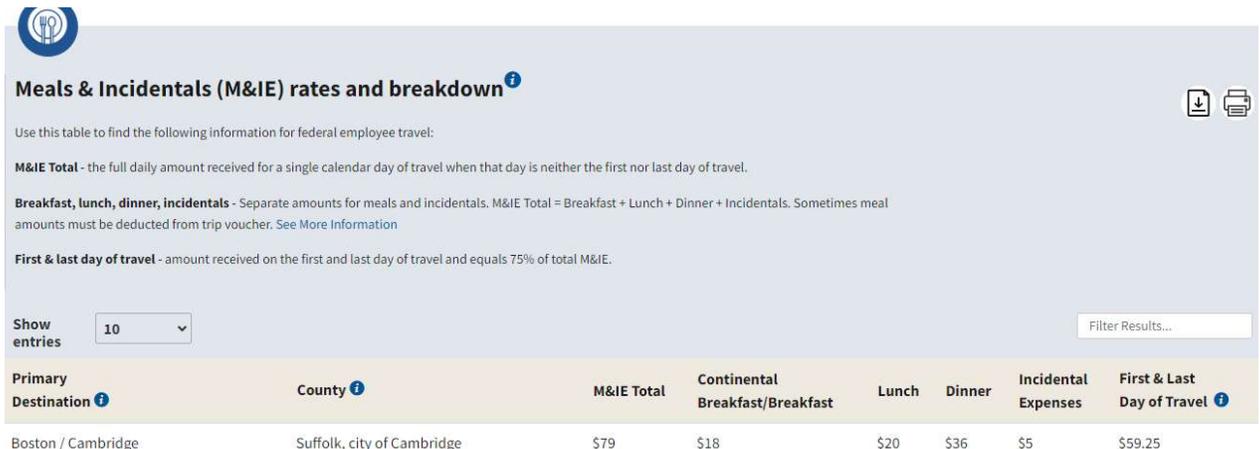
Daily lodging rates (excluding taxes) | October 2022 - September 2023

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

Show entries: 10

Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Boston / Cambridge	Suffolk, city of Cambridge	\$309	\$185	\$185	\$185	\$185	\$281	\$281	\$281	\$281	\$264	\$264	\$309

- ii. Meals & Incidentals (M&IE) Rate, for example:



Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See [More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Show entries: 10

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Boston / Cambridge	Suffolk, city of Cambridge	\$79	\$18	\$20	\$36	\$5	\$59.25

1. Please note: If you choose to accept per-diem for an upcoming travel, you are not also allowed to request reimbursement for individual expenses after the travel takes place.
2. Please note: At this time, BMC staff members are only approved to receive per-diem for Meals & Incidentals. Due to system limitations, we unfortunately cannot submit per diem requests for Lodging. Fortunately, this limitation does not impact BU faculty per diem requests.

C. Timeline:

- a. Infectious Diseases Administration requires per-diem requests be submitted at least **4 weeks** prior to the travel date.
 - i. If your request is within **4 weeks** of the travel date, please follow the instructions for requesting reimbursement after the conference takes place (*Infectious Diseases Resources - Reimbursements*).

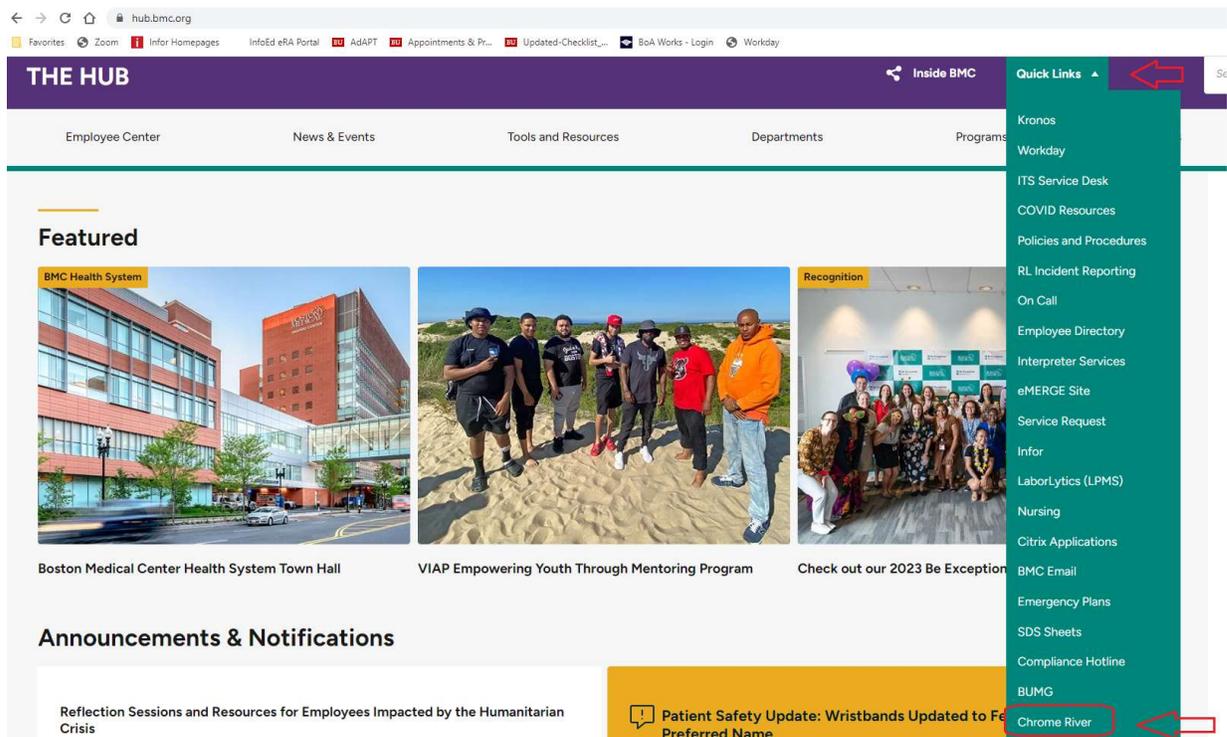
D. Prior approval:

- a. Prior to submitting your per-diem request, you must obtain approval from the appropriate personnel (Chief/AD for departmental accounts or PI/Grant Manager for research accounts). As part of this approval, you must receive confirmation of the BMC Posting Project number the per diem will be charged to.
 - i. Examples of BMC Posting Project numbers include, BMC research grants (i.e. 1.10201100.43xxxxxxx) and Section Accounts (3.3191800x.319xxxxxx)

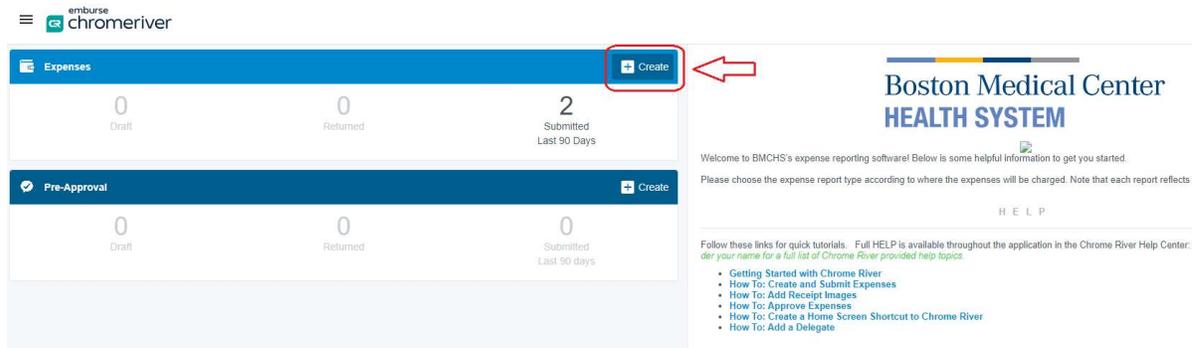
E. BMC Staff Members, please continue to step F. BU Faculty, please proceed to step G.

F. BMC Staff Members submission via Chrome River

- a. **Step 1**: Upon receipt of approval, and greater than **4 weeks** advance notice of the travel date, please navigate to The BMC Hub (<https://hub.bmc.org/>), click on the 'Quick Links' drop down then select 'Chrome River'. Use your BMC sign in credentials to login.



- b. **Step 2:** Once you sign in you will be redirect the BMC Chrome River homepage. To submit the Meals & Incidental Per Diem, select the **'Create'** button in the Expense category.



- c. **Step 3:** Input the following information:
- Report Name:** For example: "Sally Jones Washington DC Per Diem Request."
 - Pay Me In:** USD – US Dollars. This option will automatically default to USD.
 - Report Type:** Select "Research" or "BUMG Travel Expense". Do not select "Health System Travel and Expense" or "Relocation."
 - If you select "Research", you will be asked if the travel is **Foreign Travel**. Please select Yes or No.
 - Select **"Save"**

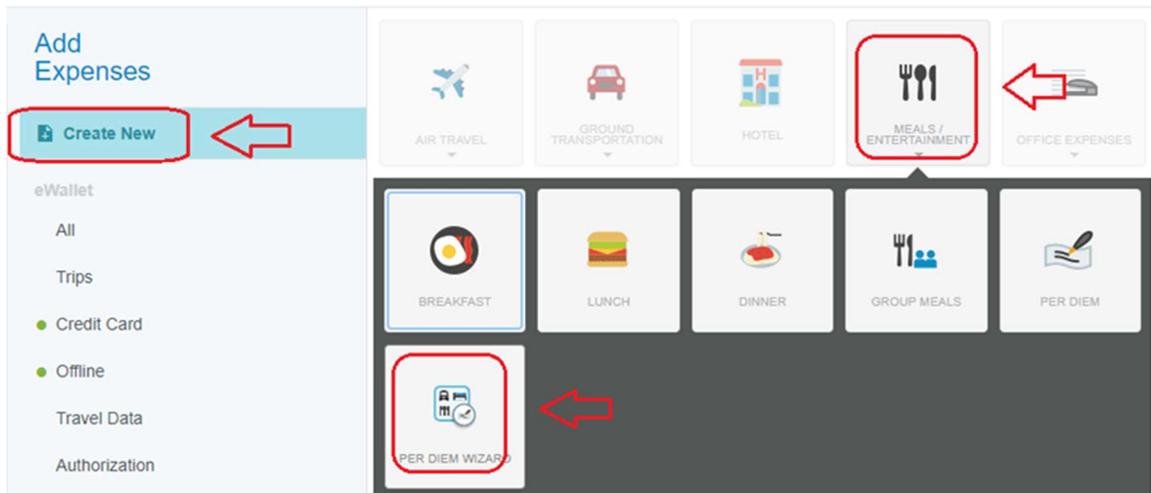
Report Name

Pay Me In

Report Type

Foreign Travel?

- d. **Step 4:** Select **'Create New'** -> **'Meals/Entertainment'** -> **'Per Diem Wizard'**



- e. **Step 5:** Input the following information:
- Start Date:** Start date of travel
 - End Date:** End date of travel
 - Days:** This field will automatically populate
 - Business Purpose:** Description of why the traveler is requesting per diem. If research sponsored travel, please include how/why this requested travel benefits the scope of the awarded grant.

- v. **Description:** Description of the requested per diem travel
- vi. **Location:** Destination of travel
- vii. **Allocation:** Enter the BMC Posting Project number. For example, BMC research grants (i.e. 1.10201100.43xxxxxxx) and Section Accounts (3.3191800x.319xxxxxxx)
 - 1. Please note: If traveler wants to split the charges between two different BMC Posting Project numbers, please select + Add Allocation button and input the other BMC Posting Project number.
- viii. Select '**Add Entries**'.

Per Diem Wizard ?

Start Date

End Date

Days

Business Purpose

Description Optional

Location ?

Allocation

No Results Found

- f. **Step 6:** Dates of travel will be summarized. If all looks correct, select '**Add to Report**'.
- g. **Step 7:** The traveler will be redirected to their **Expense Page**. The Expense Page will show a red warning triangle next to each of the future travel dates. This is a '*Future Date Warning*'. To remove the red warning triangle, the traveler will need to select each expense with a red warning sign and add a comment to the comment field. An example of an acceptable comment is, "Requesting per diem for future travel to Washington DC for Conference XYZ."

Sally Jones Washington DC Per Diem Request

DATE	EXPENSE	SPENT	PAY ME	
Wed 08/23/2023	Per Diem	79.00 USD	79.00	⚠
Thu 08/24/2023	Per Diem	79.00 USD	79.00	⚠
Fri 08/25/2023	Per Diem	79.00 USD	79.00	⚠

Future date warning

This item has a date after today, please be sure the date listed is correct

Add response Post

Date: 08/23/2023
 Spent: 79.00 USD
 Business Purpose: Traveling to Washington DC for the Conference of XYZ, which directly benefits the research project because A BC.
 Description: Travel to Washington DC for the Conference of XYZ
 Location: Washington-District Of Columbia, District of Columbia (DC), United States

- h. **Step 8:** Once the traveler adds comments, the all warning signs will disappear. The request is ready and the travel can select **'Submit'**. Once submitted, the request will be routed to the assigned approver within Chrome River.

Sally Jones Washington DC Per Diem Request

DATE	EXPENSE	SPENT	PAY ME	
Wed 08/23/2023	Per Diem	79.00 USD	79.00	✓
Thu 08/24/2023	Per Diem	79.00 USD	79.00	✓
Fri 08/25/2023	Per Diem	79.00 USD	79.00	✓

Expense Report
010032753100

Total Pay Me Amount
237.00 USD

Submit

G. Faculty Per Diem Request:

- a. Upon receipt of approval, and greater than **4 weeks** advance notice of the travel date, you must submit your request to the Infectious Diseases Administrative Coordinator via email. Required information includes:
 - i. **PI Home Address**

- ii. **PI Phone Number**
 - iii. **Start Date:** Start date of travel
 - iv. **End Date:** End date of travel
 - v. **Business Purpose:** Description of why the traveler is requesting per diem. If research sponsored travel, please include how/why this requested travel benefits the scope of the awarded grant.
 - vi. **Location:** Destination of travel
 - vii. **Estimated per diem travel amount:** Please provide the amount you are expecting to receive. This will be double checked by the Administrative Coordinator, but it is helpful to know the ballpark amount you are expected to receive.
 - viii. **Allocation:** Provide the BMC Posting Project number. For example, BMC research grants (i.e. 1.10201100. 43xxxxxxx) and Section Accounts (3.3191800x.319xxxxxx)
 - 1. Please note: If traveler wants to split the charges between two different BMC Posting Project numbers, please include all BMC Posting Project Numbers and the %age distribution.
- b. The Administrative Coordinator will send a confirmation to the end user confirming the per-diem request is complete.