

RISD Spending Guidelines		
Meals – RISD Travel	\$20 \$25 \$50 None	Breakfast (Maximum Rate) Lunch (Maximum Rate) Dinner (Maximum Rate) Alcohol Average per day including tax and tip. This is not per diem. Per diem is calculated with GSA per diem rate: https://www.gsa.gov/travel/plan-book/per-diem-rates
Meals – Business & Hospitality Related (Entertaining Guests)	\$20 \$35 \$70	Breakfast (Maximum) Lunch (Maximum) Dinner (Maximum) Average including tax and tip. Exceptions require Controller Approval
Meals – On Campus	\$11 \$17 \$20	Breakfast (Maximum Rate) per person Lunch (maximum Rate) per person Dinner (Maximum Rate) per person Campus meals must be catered and must have a business propose. Meals or beverages in local restaurants with only RISD faculty staff in attendance are not permitted. Exceptions require Controller Approval
Hotel - Lodging	Up to \$250 Up to \$400 Up to \$350	Average Daily Rate for ALL US Cities including taxes Excluding the following: Average Daily Rate including taxes For US Cities New York & San Francisco Average Daily Rate including taxes For US Cities Boston, Chicago, Washington DC, Los Angeles Foreign City locations should use the US State Dept Per Diem Rates as a guide: https://aoprals.state.gov/web920/per_diem.asp Exceptions require Controller Approval
2023 Mileage Reimbursement Domestic (through 12/31/23)	\$0.655	Rate per mile. Based upon IRS Guidelines
Car Rentals		All car rentals must be booked via Egencia using our preferred suppliers (National & Enterprise) www.egencia.com Exception permitted if neither preferred supplier is available at the rental location.