



Haines Borough
Administrative Policy
Per Diem

Applicable to: *All Who Travel on Authorized Borough Business*

Effective Date: *This has been a long-standing administrative policy since at least 2002*

Per Diem

- HBC 2.78.010 states, "[e]lected officials and personnel, while traveling on official borough business shall be furnished a per diem allowance not to exceed \$50.00 per day. Actual and reasonable expenses in excess of the per diem may be reimbursed upon manager approval."
- Per Diem for partial days of travel will be prorated.
- The actual departure and arrival of the aircraft or ferry plus appropriate check-in time will be used to determine the meal times. If traveling by private vehicle, the times are based on the actual departure and arrival time from the point of origin.
- To be eligible for per diem, the employee must be in travel status during a meal allowance period for at least three consecutive hours.
- Meal allowance periods shall be paid, as follows:
 - Breakfast: \$10
 - Lunch: \$14
 - Dinner: \$26
- The following meal time periods will be used to determine the appropriate meal time allowance:

Departure Time	Arrival Time	Allowance
12:01 am to 10:00 am	12:01 am to 10:00 am	Breakfast
10:01 am to 3:00 pm	10:01 am to 3:00 pm	Lunch
3:01 pm to 12:00 midnight	3:01 pm to 12:00 midnight	Dinner


David Sosa
Borough Manager

6 Jun 2015
Signature Date