

Per Diem During Events

 If you are attending an international event see [Event Participant Allowance](#) for more details.

Why Per Diem?

Per Diem is the only way to reimburse meals while serving in a ministry role at a Reliant summer program. You may not submit a reimbursement form itemizing your meals during your travel time that qualifies for per diem; you must submit a Per Diem form to cover the cost of those meals. Fortunately, no receipts are needed for requesting Per Diem. Per Diem is a daily rate, or allowance, to cover your meals.

Requesting Per Diem to for the weeks during a summer program can be helpful to offset higher grocery and meal costs you may incur while serving in a ministry location that is not your home. Because you are away from home, you don't have the same conveniences available to you that you are accustomed to, for cooking and meal planning, etc.

As the Per Diem form instructs, please be sure to obtain supervisor approval for your Per Diem forms when you submit for reimbursement.

Lastly, remember that only one Per Diem form is submitted for one month. As an example, submit a May form for days at a summer program in May. Submit a different June form for the days you are there in June, and so on. You may submit multiple months of Per Diem forms at one time, and even ahead of time (a month in advance) however, please do not submit any earlier than 30 days in advance. Example: Submit May, June, and July Per Diems on 6/30, for payment on 7/20. Because we won't pay these until 7/20, we can accept the July Per Diem as early as 6/30.


All Collegiate LT Per Diems must be submitted by midnight, August 31st.


If you participate in a meal plan in which you do not pay for some meals during the summer program, please only request Per Diem for meals you will be paying for out of pocket. Any meals that are deducted from your paycheck through a room and board fee may be covered through the per diem.

Meals during which you actively minister to someone or MTD meals with donors that occur during the summer program can be reimbursed with a missionary fund even if you are receiving Per Diem, as long as they are kept to a reasonable frequency and amount. (also see [Event Meals Reimbursements](#) for meals purchased using event funds.)

Per Diem Instructions and Form


Per Diem (U.S.)

 This is a brand-new type of form! Please review how to [Download & Submit An Expense Submission Form](#) before completing this form.

 **2024 U.S. Per Diem**

Please use this form for all requests for 2024 per diem.

[2024 U.S. Per Diem Form](#)

 **2023 U.S. Per Diem**

Please use this form for all requests for 2023 per diem.

[2023 U.S. Per Diem Form](#)

A Per Diem is a daily allowance for meals and incidentals a field worker can use when traveling for their Reliant role for a period of 5 or more days.

Some examples of when you might want to request a Per Diem include:

- MTD Trips
- Conferences
- Mission Trips

Incidentals

Incidentals are small expenses related to travel that may be difficult to track and itemize on a reimbursement form. These include:

- Tips
- Public Transportation
- Laundry

Spouse and children's costs are also eligible for Per Diem. A spouse's Per Diem may be taxable and recovered through an Expense Recovery Bonus (ERB) if the spouse is not a Reliant field worker or is not serving in a ministry role on the trip. Children's Per Diem costs are taxable and recovered through an ERB.



Associate field workers are eligible for per diem for themselves during the active conduct of ministry, but they are not eligible for per diem for a spouse or children.

General Per Diem Rate

Reliant requests that a field worker only requests the amount of Per Diem necessary for their actual meal and incidental expenses.

For Reliant field workers traveling 5 days or longer (within the US), the Per Diem rates are as follows.

	Meals	Incidentals
Reliant Field Worker Only	\$49 per day	\$10 per day
Reliant Field Worker + Spouse	\$89 per day	\$20 per day
Children	\$35 per day, per child	\$10 per day, per child

Additional Approvals

Please use the designated box on the Per Diem form to confirm that you have discussed the trip with your supervisor and that they approve of the trip.

If the expense is for a project fund, please share the form with an authorized signer of the fund and ask them to add approval before submitting the form to the Reliant reimbursement team.

The Reimbursements Team may notify the program team or request further approval from a Reliant Central Program Team Lead. This means that your liaison or another member of the program team may reach out to you or your supervisor for additional details, update a job description, or request another form such as the [Travel Notification Procedure](#).

Submission & Processing

- Please submit a separate per diem form for each month. However, if your date range only crosses into a second month by less than 5 days it can be entered on the same form.
- We can only pay Per Diem up to a maximum of 30 days before the first day of use.