



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2025-2026 - S#5

Subject: Resolution to Adopt Staff Per Diem Policy
Requested by: Aisha Adam, SA President; Jack Koscinski, SA Treasurer.

BE IT RESOLVED that the attached University at Buffalo Student Association Inc. ("SA") Staff Per Diem Travel Policy is hereby adopted effective immediately; and

BE IT RESOLVED that the SA Travel Policy is hereby amended effective immediately, such that "For Clubs," is inserted at the beginning of Requirements Concerning Use of Student Activity Fees on Travel, Subsection #5.



Staff Per Diem Policy

Policy Information

Date Established:

Date Last Updated:

Category: Employment

Applicability and Definitions

As used in this Staff Per Diem Policy:

- “per diem” means a daily allowance paid to University at Buffalo Student Association Inc. (“SA”) employees while they are both: (i) traveling on behalf of SA, and (ii) doing so to engage in SA-related business;
- “employees” means all SA employees and SA Officers, but expressly excluding Coordinators; and
- “traveling” means being outside either: (i) a 25-mile radius of University at Buffalo North Campus, or (ii) the United States, whatever applies.

This Policy does not apply to SA clubs or independent contractors.

If an employee has a contract with SA providing for per diem (or a similar benefit) that is more favorable for the employee than that which is stated in this Policy, then the terms of the employee’s contract shall prevail with respect to said calculation.

Employee Responsibilities

Employees are responsible for coordinating with and receiving approval from the SA President and Treasurer using a Travel Authorization Form that lists the dates and purposes of travel before engaging in travel for which they will seek per diem, and for completing all necessary follow-up after applicable expenses are incurred.

This Policy does not displace any requirement imposed by any other applicable rule, policy, law, or regulation. Employees will not receive per diem if doing so would violate any applicable rule, policy, law, or regulation.

Calculating and Receiving Per Diem

Employees should seek to utilize SA’s standard encumbrance process for purchasing whenever reasonably possible.

Employees who are approved to receive per diem shall receive the lesser of: (i) the daily maximum per diem amount for each day during which they are traveling on behalf of SA to engage in SA-related business, or (ii) the total amount for per diem for which the employee is approved to receive by the SA President and Treasurer.

The daily maximum per diem amount will be determined based on the date(s) upon which, and the location(s) to where, the relevant employee is traveling on behalf of SA to engage in SA-related business. Based on such criteria, for travel within the continental United States, the daily maximum per diem amount is the amount promulgated by the United States General Services Administration as the applicable daily rate for meals. For the first and last days of travel, and for same day trips, such amount shall be pro-rated to 75% of what it otherwise would be. If the travel is outside of the continental United States, SA will use the Department of War per diem rate (for meals only) for Hawaii, Alaska, and U.S. territories. If the travel is international, SA will use the Department of State per diem rate (for meals only) for international travel.

The per diem is intended to cover food only, not transportation or lodging.

An employee who qualifies to receive a per diem shall receive that full amount, regardless of (i) whether food is otherwise provided, and (ii) whether the employee actually spends that amount while traveling.