January 7, 2013

New Policy Affecting PDS Funds

In February, Emory will no longer permit expense reimbursements on a per diem basis in connection with domestic travel. To comply with the policy, we are making one simple but important change to PDS policies and procedures.

“Per diem” expenses, reimbursed at a daily rate that did not require receipts, has been replaced with “daily expenses,” reimbursed against receipts at up to $25/day.

In effect, the amount awarded to cover daily expenses does not change, but you will need to submit receipts in order to be reimbursed. This means you need to keep receipts for daily expenses.

This new policy is reflected in revised guidelines posted on the PDS web pages. Those guidelines also contain some other small changes affecting more specific kinds of expenses. To make sure you are working with the latest policies, always look at the current version of the guidelines on the LGS website.