JCI Travel Expense Policy

To promote the optimal utilization of its financial resources, the Joint Co-op Institute (JCI) of the University of Cincinnati’s College of Engineering and Applied Science (CEAS) in this policy hereby supplements Policy Number 2.1.6 Travel Expenses of the University of Cincinnati. This policy is effective January 1, 2018.

JCI will reimburse travelers ordinary per diem meal and incidental expenses based on the U.S. General Services Administration Rates for up to the first seven (7) days of authorized and documented travel as long as the lodging of the traveler is provided through commercial hotel accommodations. Once the traveler transitions to non-transient, residential accommodations (such as an apartment or house) or seven (7) days of travel have elapsed, then the traveler will receive the standard daily living allowance for meals and incidental expenses issued to members of JCI serving on a temporary overseas assignment.

All other portions of UC Policy Number 2.1.6 remain unchanged and are implemented into the JCI Travel Expense Policy.

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Paul D. Orkwis, PhD
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