**Section 3000.500 Per Diem Allowance**

a) The per diem allowances shall be in accordance with the rates promulgated pursuant to 5 U.S.C. 5702(a)(1)(A). As provided for in the Act, *if the rates set under federal regulations increase or decrease during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate.* [30 ILCS 105/12-2(f)]

b) Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.

c) Per diem shall be based on the quarter system for computing the allowance for days or fractions thereof. Each quarter shall be 6 hours commencing at midnight, 6:00 a.m., Noon, and 6:00 p.m. The traveler shall be allowed one fourth of the allowance for each period of 6 hours or fraction thereof.

d) Meal allowance and per diem may not be mixed on the same trip or day.

(Source: Amended at 48 Ill. Reg. 2844, effective February 6, 2024)