



**MUNICIPALITY OF MONROEVILLE
AT YOUR SERVICE**

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MEMORANDUM

TO: All Municipal Staff
FROM: Alexander J. Graziani, Municipal Manager *AJG*
DATE: Wednesday, April 2, 2025
SUBJECT: Per Diem Expense Policy Update –
Municipality of Monroeville Employee Handbook Revision 5.21.2 – Travel
Expenses for Overnight Trips: (a) Lodging & (b) Meals

Effective immediately, the Municipality of Monroeville will align its per diem expense policy for employee travel, training, and conference-related expenses with the **Federal Per Diem Rates** established by the U.S. General Services Administration (GSA).

Policy Details

1. **Federal Per Diem Rates:** Employees traveling on official municipal business will be reimbursed for meals (*not included in conference and training registration*), lodging, and incidental expenses based on the federal per diem rates for the specific geographic travel location. These rates are updated annually and can be accessed at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
2. **Reimbursement Process:** Employees must submit travel requests and obtain prior approval by the Department head or Municipal Manager for all business-related travel by municipal policy. Per diem allowances will be based on the applicable federal rates and will not require receipts for individual meals, except where otherwise required by policy.
3. **Lodging Rates:** Employees must adhere to federal lodging rate limits unless pre-approved exceptions are granted due to lodging unavailability within the established limits.
4. **Partial Travel Days:** Per diem allowances will be adjusted for partial travel days in accordance with GSA guidelines.
5. **Non-Reimbursable Expenses:** Personal expenses, alcohol, entertainment, and expenses exceeding the established per diem rates without prior authorization will not be reimbursed.

This policy ensures consistency, fairness, and financial accountability in employee travel-related expenses while aligning with widely accepted federal standards. Employees should consult the Finance Department for any travel plans or reimbursement procedures questions.

Thank you for your cooperation.