

Omnitracs Per Diem Manager Driver Training



HOS INTEGRATED ACCOUNTABLE PER DIEM PROGRAM

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IRS PER DIEM INFORMATION

- Anyone who travels out of town overnight for work is allowed to claim Per Diem.
- Per Diem is a payment under an *accountable* expense reimbursement allowance that is for business expenses the employer reasonably anticipates will be incurred for travel away from home for:
 - A. Meals
 - B. Incidental Expenses
- A fixed amount is reimbursed instead of reimbursing actual meals and incidental expenses: No receipts required.

IRS PER DIEM INFORMATION

- All amounts paid under an accountable plan are:
 - ✓ tax free
 - ✓ are not reported on Form W-2
 - ✓ are not subject to income or employment taxes.

2018 TAX LAW CHANGES AFFECTING PER DIEM

- New tax laws in 2018 brought changes to per diem which all drivers should be aware of.
 - Company drivers are no longer allowed to deduct per diem as an itemized deduction when filing their year end taxes.
 - Only drivers who participate in a company sponsored program, like Omnitrac's Per Diem Manager, can take advantage of the substantial tax benefits that come with per diem.

PER DIEM MANAGER

- A driver who is working away from home overnight may receive one **\$63** Meals & Incidental expense reimbursement each calendar day while traveling.
 - Up to 7 days per week
 - Away from your tax home for more than 12 hours
 - Approved electronic HOS log

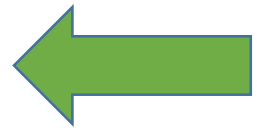


REMEMBER
TO
CONFIRM
YOUR LOG
EVERYDAY!

- **No cost to the driver.**

DRIVER BENEFIT – MORE MONEY *

<u>Comparison</u>	No Per Diem	Per Diem Manager
Weekly Driver Income	\$1000	\$1000
Per Diem	\$-0-	\$315
Taxable Income	\$1000	\$685
Taxes (fed, FICA)	(\$203)	(\$122)
Net Tax Savings		\$81
Take Home	\$797	\$878
Equivalent Extra Cent Per Mile		3.5-4¢



- *Example 2018 Fed Tax: Individual results vary
- **Increased savings when state tax calculated

PER DIEM RULES

- A driver must be working away from home for at least 12 hours.
 - ✓ *Time away from home, not actual driving hours.*
 - ✓ A driver must depart for an overnight trip before 12:00 pm to receive per diem on the beginning day of the trip, and return after 12:00 pm to receive per diem the ending day.
- *Must be 50 miles away from “tax home” zip code to be awarded per diem.*
 - ✓ *Tax home zip code is where you park the truck when you’re off duty.*

PER DIEM RULES

- A driver must substantiate “*Time, Date, and Place*”, business connection, and purpose of travel.
 - ✓ Confirming your HOS log EVERY DAY, provides the required IRS substantiation.
- Per Diem is automatically awarded only after substantiation is captured and filed daily through HOS.



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PER DIEM MANAGER REVIEW

- **Choose to enroll in Per Diem Manager**
- **Confirm your E-HOS logs daily**
- **Increase your weekly take home pay.**

CONTACT US

Any questions about the Per Diem program can be addressed to your training department. Or contact us:

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