



## MEAL CALCULATION WORKSHEET

Upon return from your trip, complete the Meal Calculation Worksheet below to validate meal expenses.

DATE	LESSOR OF ACTUAL COST OR PER DIEM AS LISTED ON THE STATE TRAVEL REIMBURSEMENT GUIDE	INCIDENTAL EXPENSES (NOT TO EXCEED \$5)	TOTAL
		<b>TOTAL</b>	<b>\$</b>

**Mail to: Kathy Pruitt, Purchasing**

**For Business Office Use:**

<b>Check #</b>	<b>Dated:</b>
<b>Issued to:</b>	<b>\$</b>