

Worksheet for Calculating Meals for Out-of-District Travel

Name(s):			
City/State:			

	Dates of trip, time of departure and return						
Per diem							
\$ /day							
Breakfast							
Lunch							
Dinner							
Totals							

Indicate above the individual per diem amount for all meals during the trip (do not include any meals outside your travel times), add all meals and place total amount on first line below.

Circle any meals provided by conference or hotel, add all circled amounts and place total amount on second line below.

Total for all meals	* \$
<u>Less</u> any meals provided by conference or hotel (total of meals circled above)	* (\$)
Amount due to employee <i>(this line will not actually be recorded on the out of district form)</i>	\$

* Amounts on these first two lines will be transferred to your Out of District Travel Form

Meals are calculated as follows, based on per diem rates:

Breakfast	25% of per diem	Must leave before 6:00 a.m. or Return after 11:00 a.m.
Lunch	25% of per diem	Must leave before 11:00 a.m. or Return after 1:30 p.m.
Dinner	50% of per diem	Must leave before 5:15 p.m. or Return after 8:30 p.m.