

**TRAVEL: MEALS PER DIEM
WORKSHEET FOR PD TRAVEL
Midland ISD**



Midland Independent School District

Depart Time: _____

Return Time: _____

Breakfast-Trip commences before 6:00 AM

Lunch-Trip commences before 11:00 AM

Dinner-Trip ends after 6:00 PM

DAY 1 Date: _____

- ☐ Full Day \$ _____ **OR**
- ☐ Breakfast \$ _____
- ☐ Lunch \$ _____
- ☐ Dinner \$ _____

DAY 1 TOTAL \$ _____

DAY 2 Date: _____

- ☐ Full Day \$ _____ **OR**
- ☐ Breakfast \$ _____
- ☐ Lunch \$ _____
- ☐ Dinner \$ _____

DAY 2 TOTAL \$ _____

DAY 3 Date: _____

- ☐ Full Day \$ _____ **OR**
- ☐ Breakfast \$ _____
- ☐ Lunch \$ _____
- ☐ Dinner \$ _____

DAY 3 TOTAL \$ _____

DAY 4 Date: _____

- ☐ Full Day \$ _____ **OR**
- ☐ Breakfast \$ _____
- ☐ Lunch \$ _____
- ☐ Dinner \$ _____

DAY 4 TOTAL \$ _____

DAY 5 Date: _____

- ☐ Full Day \$ _____ **OR**
- ☐ Breakfast \$ _____
- ☐ Lunch \$ _____
- ☐ Dinner \$ _____

DAY 5 TOTAL \$ _____

Total Amt of Per Diem for Trip
\$ _____

EXAMPLES ONLY LISTED BELOW

M&IE Breakdown

M&IE Total ¹	Continental Breakfast/ Breakfast ²	Lunch ²	Dinner ²	Incidental Expenses	First & Last Day of Travel ³
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

Please click link below for exact GSA rates based on the location of your trip. **Need to attach GSA rate sheet and this sheet as part of the requisition**

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Note: Do not include \$5.00 incidental expense as part of meal per diem.

Note: The \$5.00 incidental expense is included in the M&IE Total. Need to subtract out if doing a full day per diem

Note: Do not use First & Last Day of Travel figures. Per diem for First & last Day is based on depart and return times.