



## FEDERAL MEAL CALCULATION WORKSHEET (FOR FEDERAL FUNDED TRAVEL)

Upon return from your trip:

1. Fill out the Federal Meal Calculation Worksheet below utilizing your itemized meal receipts.
2. Attach the completed worksheet and your itemized meal receipts to your Check Request.

Name of Employee: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

DATE	AMOUNT OF MEAL RECEIPTS NOT TO EXCEED THE PER DIEM AS LISTED ON THE STATE TRAVEL REIMBURSEMENT GUIDE	INCIDENTAL EXPENSES (NOT ALLOWED USING FEDERAL FUNDS)	TOTAL
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
		0	
<b>TOTAL</b>			<b>\$</b>

**For Business Office Use:**

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