|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meal Calculation:** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Instructions:** | 1) Look up the meal per diem on the GSA Schedule. |  |  |  |  |  |
|  |  | 2) Determine the meal allowance on the day of departure and return (refer to schedule below) |
|  |  | 3) If all days will be full meals, enter the # of days and GSA rate on the Travel Form |  |
|  |  | 4) If some or all days are either partial days or include an event-provided meal, use the table |
|  |  |  | below to calculate your adjusted meal per diem. |  |  |  |  |
|  |  | 5) Enter the adjusted meal per diem on the Travel Form |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **STAFF:** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Per Diem** |  |  |  |  |  |  | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** | **Day 6**  | **Total** |
|  |  |  |  |  |  |  |   |   |   |   |   |   |   |
| **Breakfast** |  $12  |  $ 13  |  $ 14  |  $ 16  |  $ 17  |  $18  |   |   |   |   |   |   |  $ -  |
| **Lunch** |  $13  |  $ 14  |  $ 16  |  $ 17  |  $ 18  |  $19  |   |   |   |   |   |   |  $ -  |
| **Dinner** |  $26  |  $ 27  |  $ 29  |  $ 31  |  $ 34  |  $37  |   |   |   |   |   |   |  $ -  |
|  |  **$51**  |  **$ 54**  |  **$ 59**  |  **$ 64**  |  **$ 69**  |  **$74**  |  $ -  |  $ -  |  $ -  |  $ -  |  $ -  |  $ -  |  $ -  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **STUDENTS:** |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Per Diem** |  |  |  |  |  |  | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** | **Day 6**  | **Total** |
|  | **In-State** | **Out of State** |   |   |   |   |   |   |   |
| **Breakfast** |   |  $ 8  |   |   |  $ 10  |   |   |   |   |   |   |   |  $ -  |
| **Lunch** |   |  $ 10  |   |   |  $ 14  |   |   |   |   |   |   |   |  $ -  |
| **Dinner** |   |  $ 12  |   |   |  $ 16  |   |   |   |   |   |   |   |  $ -  |
|  |  |  **$ 30**  |  |  |  **$ 40**  |  |  $ -  |  $ -  |  $ -  |  $ -  |  $ -  |  $ -  |  $ -  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Day of Departure and Return:** |   |   |   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |   |  |  |  |  |  |  |
| **Time of Departure** | **% of Per Diem/Day** |  |  |  |  |  |  |
| 12:01 am - 6:00 am | 100% |  |  |  |  |  |  |
| 6:01 am - 12:00 noon | 100% |  |  |  |  |  |  |
| 12:01 pm - 6:00 pm | 75% |  |  |  |  |  |  |
| 6:01 pm - 12:00 midnight | 50% |  |  |  |  |  |  |