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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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** |  | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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% | | | |  |  |  |  |  |  |