

Per Diem Travel Log

*Instructions: Indicate first and last days of travel. For all other travel dates, specify any meals provided. If no meals were provided, select "Full Day" for M&IE.
Rates and calculations will be completed by administrative staff.*

Name: _____

M&IE Rate: _____

First Day of Travel	Destination City, Country	M&IE	Per Diem
		@ 75%	

Last Day of Travel	Departure City, Country	M&IE	Per Diem
		@ 75%	

Date	M&IE *Indicate full day or meals provided*	Per Diem
	<input type="checkbox"/> Full Day <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
	<input type="checkbox"/> Full Day <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
	<input type="checkbox"/> Full Day <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
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	<input type="checkbox"/> Full Day <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	

Domestic per diem rates:
<http://www.gsa.gov/portal/category/21287>

International per diem rates:
http://aoprals.state.gov/web920/per_diem.asp

Allocation of M&IE Rates to Be Used in Making Deductions (if any meals are provided):
http://aoprals.state.gov/content.asp?content_id=114&menu_id=92