Per Diem Worksheet
Overnight Travel

Employee Name _____ _____ ID _____

Destination City/State _____

Daily Rate $_____Breakfast _____Lunch _____Dinner _____Incidentals _____

Date of Departure _____ Date of Return_____

Departure time _____a.m. / p.m. Return time _____a.m. / p.m.
Circle One Circle One

LEFT:
If you left *after* 8:00 a.m. and before 12:00 p.m. subtract the breakfast per diem for day 1.
If you left *after* 12:00 p.m. and before 6:00 p.m. subtract both breakfast and lunch per diems.
If you left *after* 6:00 p.m. subtract all meals for day 1.

RETURNED:
If you returned *before* 8:00 a.m. do not claim per diem for the final day.
If you returned *after* 8:00 a.m. and before 12:00 p.m. subtract the lunch and dinner per diem.
If you returned *after* 12:00 p.m. and before 6:00 p.m. subtract dinner per diem.
If you returned *after* 6:00 p.m., you may claim the entire day per diem.

Total number of Days _____Multiplied by Daily Rate of $_____ = $_____.

Less:

Per diem not eligible for on day 1 ($_____)

Per diem not eligible for on final day ($_____)

Per diem for meals provided by conference or others:

_____

_____

_____

_____ ($_____)

Allowable Per Diem For Trip **$_____**

(Office Use Only)

Breakfast	Lunch	Dinner	Incidentals