

1) the reason for the meal and business benefit expected to be gained; (Business purpose listed above for entire trip is sufficient for personal travel meals)

2) the name and occupation or other information about the person(s) for whom the meal expense is being claimed in order to support the business-related nature of the meal.

3) If per diem reimbursement is used, see Travel Policy for guidelines and specific rates to be used. Per diem and actual reimbursement for personal meals cannot be combined in one trip, but group business meals can be listed separately with an appropriate reduction in the daily per diem rate.

To comply with these regulations we ask that you provide the information requested.

Personal Travel Meals

(Group Business Entertainment meals can be listed separately in the section below)

Domestic Per Diem Rates (GSA): <http://www.gsa.gov/portal/category/21287>

Foreign Per Diem Rates (State Dept): http://aoprals.state.gov/web920/per_diem.asp

Date	Please specify either "Actual" or "Per Diem" method	Other Notes	Meal (for actual reimbursement only)	Cost
			Breakfast	\$ -
			Lunch	-
			Dinner	-
			Breakfast	-
			Lunch	-
			Dinner	-
			Breakfast	-
			Lunch	-
			Dinner	-
			Breakfast	-
			Lunch	-
			Dinner	-
			Breakfast	-
			Lunch	-
			Dinner	-
			Breakfast	-
			Lunch	-
			Dinner	-
Total				\$ -

ADDITIONAL COPIES OF THIS PAGE MAY BE ADDED FOR LONGER TRIPS.

Group Business Entertainment Meals

Date	Business Purpose	With Whom/Explanation	Cost
			\$ -
			-
			-
			-
			-
			-
			-

Total \$ -

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Other Expenses

(Per Diem Rates Include Incidental Expenses)

Date	Description	Amount
Total		\$ -