



# ACTUAL EXPENSE PER DIEM CALCULATOR

**NOTE:** Use this form to determine the maximum actual expense amounts that may be reimbursed for lodging based on authorization of 150% or 300% of the established per diem rate for the Temporary Duty (TDY) travel site.

**INSTRUCTION:** Enter the appropriate per diem amounts below, both lodging and M&IE, for the authorized TDY travel site. The maximum lodging amount that may be reimbursed at the local facility level (150%) and at the Agency level (300%) will be automatically calculated. Requests for per diem in excess of 150% must be approved by the Under Secretary or Assistant Secretary for Management as appropriate for the traveler. Lodging rates will be shown rounded to the next higher dollar.

Questions relating to actual expense reimbursement should be directed via email to [travelpolicy@va.gov](mailto:travelpolicy@va.gov).

LODGING EXPENSE \$	M&IE EXPENSE \$	TOTAL LODGING AND M&IE EXPENSES \$	150% MAXIMUM LODGING REIMBURSEMENT <i>(May be approved at the local facility)</i> \$	300% MAXIMUM LODGING REIMBURSEMENT <i>(Must be approved by the Under Secretary or Assistant Secretary for Management)</i> \$
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