

DAILY MEAL LOG SHEET

Traveller's Name: _____

Instructions/Policies:
Daily Meal Log Sheet should accompany the Travel Reimbursement Form.
No meal reimbursements for travel lasting less than 24 hours.
Meal receipts, if available, should be submitted along with Meal Log Sheet.
Do not request a flat daily rate. Use actual expense amounts. There is no per diem for domestic travel.
Domestic travel daily max. reimbursement amount: \$92
For travel outside the continental United States (Hawaii, Alaska, etc.) and foreign travel, please refer to the per diem rates set forth by the U.S. State Department .

Date	Breakfast	Lunch	Dinner	Reimbursement Amount
Total:				