PER DIEM WORKSHEET - DAYS OUT OF TOWN

Click Here for US Rates
Only Use M & IE Rate

Click Here for Foreign Rates
Only Use M & IE Rate

DATE	CITY, STATE	COUNTRY	NIGHTS STAYED	RATE*	TOTAL PER DIEM	ACTUAL COST**
TOTALS						

*Use the "M&IE" column on PD websites. Scroll down past Lodging section to find Meals & Incidentals (M & IE) section

**List Actual Meal expenses for trips out of town IF actual costs exceed the Per Diem allowed for that trip

THE END - PLEASE SAVE, THEN UPLOAD TO OUR CLIENT PORTAL