

PER DIEM WORKSHEET - DAYS OUT OF TOWN

[Click Here](#) for GSA Website for
Continental U.S. M & IE Per Diem Rate

[Click Here](#) for U.S. Dept of State
for Foreign M & IE Per Diem Rates

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

* Use the "M&IE" column on PD websites. **DO NOT** use Lodging Per Diems
 ** List Actual Meal expenses for trips out of town IF actual costs exceed the Per Diem allowed for that trip