

PER DIEM WORKSHEET - DAYS OUT OF TOWN

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

[Click Here](#) or See 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