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PER DIEM WORKSHEET - DAYS OUT OF TOWN FOR BUSINESS

[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

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* 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**