

Per Diem Instructions

Application of Meal Per Diem Rates:

Meals that are provided (for example, at a conference) will be subtracted from the daily per diem.

For purposes of calculating adjustments to meal per diem as a result of meals provided at conferences and other meetings .

The following percentages shall be used:

Breakfast equals 25% of the allowed daily meal per diem

Lunch equals 25% of the allowed daily meal per diem

Dinner equals 50% of the allowed daily meal per diem

Travel Day Meal Per Diem:

Meal per diems for the initial day of travel and final day of travel will be based on the following schedule based on departure and arrival times from your home airport.

The following is the percentage of Per Diem for Travel Days:

Initial Day of Travel - Leave:

<u>Prior to 6 AM</u>	<u>6 AM to Noon</u>	<u>12:01 PM to 6 PM</u>	<u>After 6 PM</u>
100%	75%	50%	25%

Final Day of Travel- Return:

<u>Prior to 6 AM</u>	<u>6 AM to Noon</u>	<u>12:01 PM to 6 PM</u>	<u>After 6 PM</u>
25%	50%	75%	100%