



WOODS HOLE OCEANOGRAPHIC INSTITUTION

Meal Reimbursement Per Diem Worksheet

Please use this worksheet for foreign per diem calculations. Use the rate applicable to the time of travel. Send the completed form to MS#1.

Name: _____

Phone: _____ Date: _____

First City and Country

City: _____ Country: _____ Federal per diem rate for month of: _____ = \$ _____
(Use M&IE Rate Column B)

Breakfast (Per Diem Rate * .2) = \$ _____ * meals _____ = \$ _____

Lunch (Per Diem Rate * .3) = \$ _____ * meals _____ = \$ _____

Dinner (Per Diem Rate * .5) = \$ _____ * meals _____ = \$ _____

Total meal reimbursement for first city: \$ _____

Second City and Country

City: _____ Country: _____ Federal per diem rate for month of: _____ = \$ _____
(Use M&IE Rate Column B)

Breakfast (Per Diem Rate * .2) = \$ _____ * meals _____ = \$ _____

Lunch (Per Diem Rate * .3) = \$ _____ * meals _____ = \$ _____

Dinner (Per Diem Rate * .5) = \$ _____ * meals _____ = \$ _____

Total meal reimbursement for second city: \$ _____

Third City and Country

City: _____ Country: _____ Federal per diem rate for month of: _____ = \$ _____
(Use M&IE Rate Column B)

Breakfast (Per Diem Rate * .2) = \$ _____ * meals _____ = \$ _____

Lunch (Per Diem Rate * .3) = \$ _____ * meals _____ = \$ _____

Dinner (Per Diem Rate * .5) = \$ _____ * meals _____ = \$ _____

Total meal reimbursement for third city: \$ _____

Domestic Travel

Breakfast \$10.00 * meals _____ = \$ _____

Lunch \$17.00 * meals _____ = \$ _____

Dinner \$30.00 * meals _____ = \$ _____

Total domestic meal reimbursement: \$ _____

Total foreign meal reimbursement: \$ _____

Total reimbursement for all meals: \$ _____