

Conference Meal Per-Diem

Calculation Worksheet

Employee Name:

Conference Date(s): to

| | | | | | | | Total |
|------------------|--|--|--|--|--|--|-------|
| Date(s) | | | | | | | |
| Breakfast @ \$10 | | | | | | | |
| Lunch @ \$20 | | | | | | | |
| Dinner @ \$30 | | | | | | | |
| Total | | | | | | | |

Per Diem: Per Diem is an allowance for meal expenses - a specific amount of money the District allows an employee, per meal when traveling for work. Fixed per diem rates eliminate the need for an employee to prepare a detailed expense report with supporting receipts to document amounts spent on meals while travelling on business. No receipts are required to be submitted when claiming per diem.

Meals

- 1.) A per-diem is allowed for meals during approved travel. The current per-diem rate is up to \$60 at the maximum for each day of the trip – please note that taxes, tips and room service charges are included in the per-diem calculation. Partial per-diem reimbursements as noted below shall apply:

Per-diem meal allowance:

| | |
|-----------|------|
| Breakfast | \$10 |
| Lunch | \$20 |
| Dinner | \$30 |

Depending on the travel start and end times, the employee may be entitled to the whole per-diem or just part of it – breakfast, lunch or dinner. For local conferences, the event start and end time will be used to determine the meal per-diem reimbursement.

| Event or Flight time starts...employee can claim | Breakfast | Lunch | Dinner |
|--|-----------|-------|--------|
| Before 12 noon | X | X | X |
| Between 12 noon and 6pm | | X | X |
| After 6pm | | | X |

| Event or Return flight time ends... employee can claim | Breakfast | Lunch | Dinner |
|--|-----------|-------|--------|
| Before 12 noon | X | | |
| Between 12 noon and 6pm | X | X | |
| After 6pm | X | X | X |

- 2) Meals included as part of the conference registration fees shall be noted on the Statement of Conference Expense Form and shall be excluded from the per-diem. The employee will not be reimbursed a per-diem for any meals that are included in the cost of registration regardless of whether or not the employee eats the meal. In rare cases when the employee requires special meals due to health conditions, the employee shall be reimbursed only if adequate receipts are provided for any extra meals purchased in lieu of the meals included in the registration fee. When dining with another District employee or agent who receives reimbursement for his/her expenses, if one of the employees covers the cost of the other, the employee who did not pay will have his/her reimbursement adjusted by the per diem portion of that meal.