



Veterans  
Medical Research  
Foundation

## Travel Per Diem

Name of Traveler:

Dates of Travel:

Total Number of Days of Business Travel:

Per Diem for purposes of the VMRF Travel Policy is defined as daily meals and incidental expenses (M&IE). Lodging is separately reimbursed based on actual cost. Domestic Per Diem is currently established at \$71 per day. International per diem rates must be separately calculated at GSA rates. In either case, **the first and last days of travel are to be calculated at 75% of the daily rate.**

### Section 1

This section of the form is to be used to facilitate and document International Per Diem calculations.

- List city/country along with dates visited and total number of days at each destination.
- Use the GSA M&IE [Foreign Per Diem Rates](#) to calculate the travel allowance.
- **Use .75 for the first and last day calculation**

Destination 1:

City, Country

Dates of Visit

Total Number of Days      x Per Diem Rate      = \$

Destination 2:

City, Country

Dates of Visit

Total Number of Days      x Per Diem Rate      = \$

Destination 3:

City, Country

Dates of Visit

Total Number of Days      x Per Diem Rate      = \$

Add more as needed

### Section 2

TOTAL TRIP PER DIEM:

1. INTERNATIONAL PER DIEM: total dollars listed above      = \$
2. DOMESTIC PER DIEM:  
 Dates      Total Number of Days      x \$71      = \$  
**Use .75 for the first and last day calculation**
3. Less Per Diem (per meal allowance) for meals included in the conference  
 or business meeting/networking event      = \$ <      >

[GSA - Meals and Incidental Expense \(M&IE\) Breakdown](#)

4. **TOTAL PER DIEM** to be claimed on Travel Expense Voucher (1+2-3)      = \$

Note: Total number of days claimed for Per Diem should not exceed the number of days in the trip.