

# Administrative Travel – Meals & Incidentals (M&Ie) Reimbursement

\_\_\_\_\_ Study Center

Use this form to claim reimbursement of per diem for official business travel (excluding travel from home to the Study Center and back). **There is no M&IE per diem for trips less than 24 Hours unless travel includes an overnight stay as supported by a lodging receipt. An exception to the overnight-stay requirement may be allowed when a traveler incurs a meal expense in connection with a business meeting (e.g., a working lunch scheduled as an integral part of a meeting or conference). The business purpose of the meal must be explained or substantiated by other documentation (i.e. agenda) and attached to this form. See below for breakdown of per diem for partial days.**

Traveler's Name: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

	Travel Locations	Month/ Year	Day	Time (From) (To)	Travel Time (Hours)	Days of per diem	M&IE Rate	Amount in U.S. Dollars
<b>Example</b>	<i>Depart Madrid Arrive Barcelona</i>	09/2008	20	6 a.m. 11:59 p.m.	18	.75	168	\$126.00
	<i>In Barcelona</i>	"	21	Full day	24	1.00	168	\$168.00
	<i>Depart Barcelona Arrive Madrid</i>	"	22	7:00 a.m. 1:00 p.m.	13	.50	168	\$84.00

U.S. \$	X	=	LESS	=	
Total Amount of M&IE in US Dollars.	Exchange rate	=	Amount in foreign currency	=	Amount Requested for Reimbursement
			Deduct meals provided during your trip *		

Calculating Partial Days:

Hours	Day
3-9	.25 day
9-15	.50 day
15-21	.75 day
21-24	1 day

The above is a true statement of travel expenses incurred by me on official Study Center business on the dates shown above.

I have been reimbursed from the Study Center operating funds.

\_\_\_\_\_  
Traveler's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's signature  
If traveler is NOT Director

\_\_\_\_\_  
Date

\* See appendix B: Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance at: [http://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=114&menu_id=81)