

Mileage and Meals Expense Worksheet
 (These amounts will auto-fill to front page)

Date	# of Miles Claimed	Mileage Amount	Misc Travel Expenses	Breakfast Charges	Lunch Charges	Dinner Charges	Meal Incidentals	Total Charges
Totals								

If requesting a per-diem check form meals, please prepare the breakfast, lunch, and dinner columns according to rates specified on the GSA website (<http://www.gsa.gov/portal/content/104877>) for the location to which you are traveling. If not taking the per diem rates, **original itemized receipts are required** and must be attached to this document. Meals must all be either per diem method or receipt method, not a combination of the two. You may not claim a meal if it is included in the training/conference/ workshop/seminar.

Totals from this page will transfer to the anticipated amounts on the first page in the appropriate section.
Please refer to Travel Policy 002 effective on 02/15/2007 for any specific questions you may have.