INTERNATIONAL TRAVEL PER DIEM AND LODGING REIMBURSEMENT WORK SHEET

TRAVELER'S NAME:

DATES OF TRAVEL: FROM TO

PAGE OF

M&IE per diem is effective as of the begin of qtr in which traveler departs on travel assignmt; M&IE terminates at end of qtr in which traveler retrns home. Total daily per diem for each day (based upon traveler's locatn at 12:00 midnight & limited by State Dept daily max) is sum of lodging cost plus M&IE per diem for locality in which lodging cost is incurred. Special rules apply to partial days of travel upon departure and return; domestic layovers; and max daily per diem allowed when lodging is paid direct by Univ or fed govmnt. Lodging cost reimbrsmnt may not exceed State Dept rate (orig recpts reqd). See Manual of Business Procedures Section 70 for details.

			M&IE PER DIEM AMOUNT									
			AM		PM							
DATE	ORIGIN	DESTINATION	12:01-6:00	6:01-NOON	12:01-6:00	6:01-MIDNGT	TOTAL PER DIEM	LODGING AMOUNT (FORGN CURNCY) *RECEIPTS REQ'D	X RATE EQUIV US $	LODGING AMOUNT (US $)	STATE DEPT LODGING LIMIT	TOTAL M&IE + LODGING ALLOWED

Exhibit 70-F