

## Summary of Travel Costs

TA Reference # \_\_\_\_\_ A# \_\_\_\_\_

Name: \_\_\_\_\_

DATE	LODGING*	FULL/PARTIAL AMOUNT	MEALS**			TOTAL	OTHER	TOTALS
			BREAKFAST	LUNCH	DINNER			
			(Use only if breaking out meals)					
<b>TOTAL</b>								

\*Receipts for lodging must be provided to support actual amounts claimed.

\*\*Per Diem amount should not exceed \$46.00 per day. If some meals are provided, percentage of remaining per diem may be claimed. Percentages are 25% breakfast (\$11.50), 30% lunch (\$13.80) and 45% dinner (\$20.70).

\*\*\*Partial day per diem amount should not exceed \$34.50. This is for the first and last day of travel.

If claiming actual amounts then itemized receipts must be provided to support amounts claimed. Per Diem and actual should never be mixed in the same day.

Enter the total of the meals on the per diem line in Section 4 of the Travel Authorization.

Attach this form to the travel authorization being submitted for reimbursement.