

## Requesting Meal Reimbursement

- Travel reimbursement for meals is not a per diem it is a meal allowance that is not to exceed the maximum per diem rates. Think of per diem rates as your reimbursement ceiling. Rates vary by location and are available here. Original receipts are not to be turned in with your TR-1 for meal reimbursement. Reimbursement per diem limits are reduced on the first and last days of travel to 75% of the total.

**Example:** Travel to Memphis, TN October 15-19, 2023. Access the GSA website and select Tennessee from the drop down and then key Memphis in the City field. Click Find Rates. Scroll down the Meals and Incidentals Rates and Breakdown. Here you see your daily total at \$69 and your first and last day of travel total at \$51.75.

You may claim the \$51.75 on October 15 and October 19

You may claim the \$69 on October 16-18.

Complete a travel requisition to your T number for total amount of anticipated reimbursement of \$310.50. See sample document text below.

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Memphis	Shelby	\$69	\$16	\$17	\$31	\$5	\$51.75

Sample Document Text:

Jane Doe

Traveling to Memphis, TN

October 15-19, 2023

First and Last Day Meal Reimbursement at \$51.75

Oct 16-18 Meal Reimbursement at \$69

Total \$310.50

- After your trip, complete a TR1 (see sample below) and submit to Travel Services along with your signed purchase order and printout of the GSA rate for your destination.

PO Number(s)	P012345							
DEPARTMENT:	Business Services			Index:	AFPURC			
Name of Payee:	Jane Doe							
Home Address:	123 Tech Road						Private Vehi	
DETAILED EXPENDITURES OTHER THAN MILEAGE								
DATE	NAME OF TOWN VISITED	Common Carrier (airline, train, etc)	Lodging	Meals- Use GSA Rates	Incidentals	Incidental Code (see below)	Total Per Day	FR
10/15/23	Memphis, TN			51.75			51.75	
10/16/23	Memphis, TN			69.00			69.00	
10/17/23	Memphis, TN			69.00			69.00	
10/18/23	Memphis, TN			69.00			69.00	
10/19/23	Memphis, TN			51.75			51.75	

In this example the traveler met or exceeded the meal allowance for each day of travel.