

## PER DIEM WORKSHEET - INDIVIDUAL

<b>NAME OF PAYEE:</b>		<b>NAME OF EVENT:</b>		<b>DATE:</b>	
		<b>CITY AND STATE:</b>			
	<b>ESTIMATED TIME OF DEPARTURE:</b>		<b>ESTIMATED TIME OF RETURN:</b>		

DATE(S) OF TRIP:								TOTALS:
BREAKFAST								\$0.00
LUNCH								\$0.00
DINNER								\$0.00
<b>Total Daily Per Diem:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>TRIP TOTAL:</b>								<b>\$0.00</b>

TEXAS PER DIEM RATES:	
BREAKFAST	\$10.00
LUNCH	\$15.00
DINNER	\$21.00
<b>TOTAL DAILY TEXAS PER DIEM:</b>	<b>\$46.00</b>

OUT OF STATE PER DIEM RATES:	
BREAKFAST	
LUNCH	
DINNER	
<b>TOTAL DAILY OUT OF STATE PER DIEM:</b>	<b>\$0.00</b>