

## INSTRUCTIONS FOR COMPLETING THE MEAL PER DIEM WORKSHEET

Enter payee name, name of event, city and state where event takes place, date and estimated time of departure and return. Departure/return dates and times determine the days for which meal reimbursement may be requested; therefore, this information is required.

Complete the second section by entering the dates of your trip. Enter the amounts (based on the per diem rate) in the columns by the meals for which you are requesting reimbursement.

The Texas per diem rate is always \$46.00: breakfast \$10.00, lunch \$15.00, dinner \$21.00 (this information is located on the bottom left hand corner of the form).

State per diem rates may be accessed by going to the Collin College Intranet site, Business Administrative Services/Travel page/Per Diem Rate FY13-Domestic, or by contacting Lisa Morman at [LMorman@collin.edu](mailto:LMorman@collin.edu) or x3826; Jennifer Clay at [JClay@collin.edu](mailto:JClay@collin.edu) or x3839; or Yvonne Hooper at [YHooper@collin.edu](mailto:YHooper@collin.edu) or call x3835.

If travel plans require you to travel on a holiday or weekend your meals will be reimbursed.

- When traveling outside the DFW metroplex, per diem may be provided depending on the traveler's departure and return schedule as noted below:

Departing for conference:	1st Meal Provided
Prior to 7:00 am	Breakfast
Between 11:00 am – 1:00 pm	Lunch
After 5:00 pm	Dinner

Return to work or home	Meal(s) Provided
Before 1:00 pm	Breakfast
Between 1:00 -6:00 pm	Breakfast and Lunch
After 6:00 pm	Breakfast, Lunch and Dinner

- Breakfast and Dinner per diems will not be given for employees attending conferences and meetings held in the DFW metroplex which don't require an overnight stay.