

1. Open the Per Diem form.

- The Per Diem form for Student Field Trips/Athletics can be found on the Accounts Payable page in CougarWeb -- <https://inside.collin.edu/businessoffice/accountspayable.html>
- Scroll down to the Student Field Trip section.
- The form is titled – Per Deim Student Field Trip Form.

Student Field Trips

[Expense Reports Instructions](#)

[Per Diem Cash Advance Form](#)

[Per Diem Participant Signature Form](#)

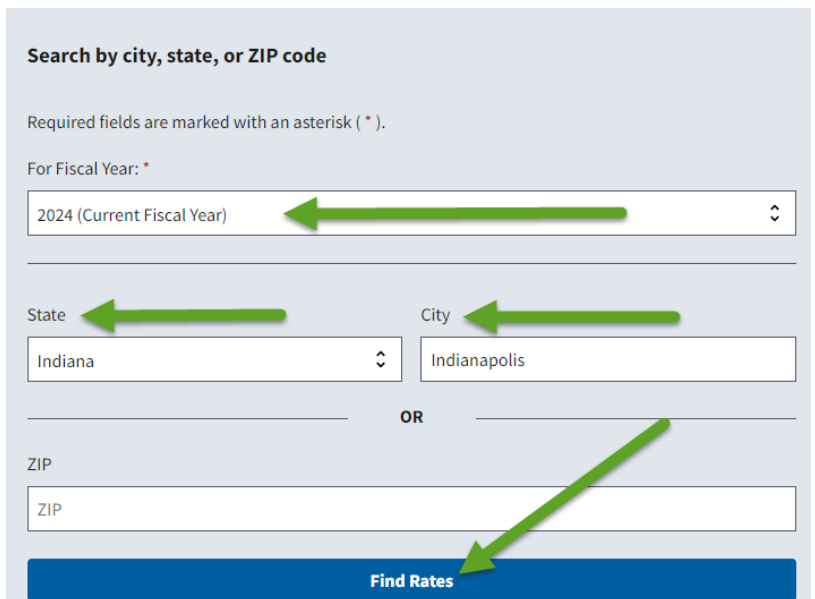
[Per Diem Rates Outside of Texas](#)

[Per Diem Student Field Trip Form](#)

- Complete the following:
 - Cost Center/Grant
 - Name of Event
 - City and State Traveling
 - Date (this is the date the form is completed)

2. Determine appropriate GSA rate.

- Per Diem is based off five base GSA rates. These five rates are listed on the Per Diem form and colored in blue.
- Go to the government website -- <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - Verify correct year is selected.
 - Enter State.
 - Enter City.
 - Click on Find Rates.



Search by city, state, or ZIP code

Required fields are marked with an asterisk (*).

For Fiscal Year: *

2024 (Current Fiscal Year)

State Indiana City Indianapolis

OR

ZIP

ZIP

Find Rates

- Scroll down to the Meals & Incidentals (M&IE) rates and breakdown section.
 - Find the base rate under M&IE Total.

Primary Destination	City	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Indianapolis / Carmel	Marion / Hamilton	\$69	\$16	\$17	\$31	\$5	\$51.75
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

3. Add Base Rate to Per Diem form.

Dollar amount to use:	69	← Add proper per diem rate in here for the city you are traveling to
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4. Per Diem rates for First and Last day will auto-populate.

PER DIEM RATES - FIRST AND LAST DAY:	\$ 52
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5. Finish completing the Per Diem form.

- Enter -- dates of trip.

DATE(S) OF TRIP:	11/5	11/6	11/7	11/8				TOTALS:
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- Enter -- Total Number of Students and Faculty for each day.

DATE(S) OF TRIP:	11/5	11/6	11/7	11/8				TOTALS:
BREAKFAST	↓	↓	↓	↓				\$0.00
LUNCH								\$0.00
DINNER	↓	↓	↓	↓				\$0.00
TOTAL NUMBER OF STUDENTS AND FACULTY	8	8	8	8				8
Total Daily Per Diem:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Complete the meals portion of chart:
 - First and Last day will use the calculation chart with the blue header.

US GSA Rates First/Last Day To Use for Student Field Trips				
M&IE Total Base Rates	Breakfast	Lunch	Dinner	First/Last Day Rate Only
59	11	13	21	45
64	11	13	24	48
69	13	14	25	52
74	14	15	27	56
79	14	17	29	60

- Other days will use calculation chart for all days but First/Last.

PER DIEM RATES for all dates but FIRST/LAST	
BREAKFAST	\$17.00
LUNCH	\$19.00
DINNER	\$33.00
TOTAL DAILY PER DIEM:	\$69.00

- Completed example:

DATE(S) OF TRIP:	11/5	11/6	11/7	11/8				TOTALS:
BREAKFAST	\$13.00	\$17.00	\$17.00	\$13.00				\$60.00
LUNCH	\$14.00	\$19.00	\$19.00	\$14.00				\$66.00
DINNER	\$25.00	\$33.00	\$33.00	\$25.00				\$116.00
TOTAL NUMBER OF STUDENTS AND FACULTY	8	8	8	8				8
Total Daily Per Diem:	\$416.00	\$552.00	\$552.00	\$416.00	\$0.00	\$0.00	\$0.00	\$1,936.00