

Meals and Incidentals Per Diem Reimbursement Form

for Middlebury Grants and Sponsored Programs

1. Traveler Information

Name:	Date:
Phone:	Email:

2. Per Diem Information

#	City & State/Country of Travel	Start & End Dates	M&E Rate	Total Per Diem Amount	Comments/Calculation
1					
2					
3					
4					
5					
			Total		

3. Business Purpose and Trip Information

1	
2	
3	
4	
5	

4. Important Information & Instructions

- 1) Federal sponsored research grants are typically budgeted using a Per Diem rate and therefore Per Diem rates are allowable expenses on the grants. Per Diem rates are not allowed on foreign government grants. When using Per Diem rates you must follow federal policies and guidelines. See [Middlebury's full Travel Policy](#).
- 2) Calculate Per Diem rates using the current rates at <https://www.gsa.gov/travel/plan-book/per-diem-rates> (domestic) or https://aoprals.state.gov/web920/per_diem.asp (foreign)
- 3) You may list multiple trips on one form ONLY if all travel was for the same grant.
- 4) Per Diem can be claimed as a total per day or by specific meals & incidentals.
- 5) You must deduct any meals provided to you as part of a training, workshop, conference, or other meeting.
- 6) The first and last day of travel are always calculated at 75% of the Per Diem rate
- 7) Submit the Per Diem total into Oracle Finance as an expense and upload this form as supporting documentation.

Traveler Signature: