

How to Calculate Foreign Per Diem

The Travel System has integrated the foreign M&IE rates from the [U.S. Department of State](#). The system will automatically compute 15% for Breakfast, 25% for Lunch, and 60% for Dinner of the M&IE dollar amount. Incidental expenses are included in the calculation and should not be expensed separately.

To add foreign Per Diem to a reimbursement follow CLICKS 1-4:

The screenshot shows the Travel System interface with the following elements:

- Top navigation: Pre-Approvals, **1** Reimbursements, Admin.
- Secondary navigation: Details, Expenses, Itinerary/Mileage, Documents, Communications.
- Traveler information: **Traveler: Adam Drutz-Hannahs (UL16891/4000694292)**
- Summary/Transportation tabs.
- Expense line configuration:
 - Item: **2** Lodging/Food
 - Action: **3** Add Entry
 - Item Information: DEFAULT-USM, Breakfast=\$15.00 Lunch=\$15.00, Effective Date=2024-01-01
 - Foreign Per Diem Information: City
 - Item Type: **4** Per Diem Meals-Foreign
- Dropdown menu for item type: Lodging, Per Diem Meals-Domestic, Non Per Diem Meals, Per Diem Meals-Foreign, Other.

Once the expense line(s) have been added

The screenshot shows the Foreign Per Diem configuration form with the following elements:

- Foreign Per Diem Information: UNITED KINGDOM-London-S1, Breakfast=\$26.70 Lunch=\$44.50 Dinner=\$106.80, Effective Date=2024-01-01
- Expand All button
- Form fields: Date: 07/14/2024, City: UNITED KINGDOM-London-S1, Breakfast Lunch Dinner Cost: \$26.70

Type the country or city name into these boxes then select the final destination.

Check off the requested meals

The system will automatically calculate the total dollar amount for that day