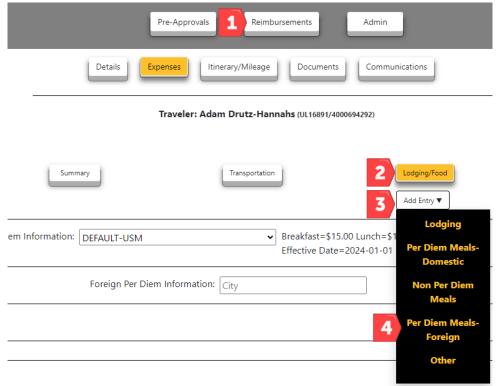
How to Calculate Foreign Per Diem

The Travel System has integrated the foreign M&IE rates from the <u>U.S. Department of State</u>. 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:



Once the expense line(s) have been added

