

## Per Diem & the T&E Card

Are you claiming per diem M&IE rates for your trip, but would like the convenience of using your T&E Card?  
Use this worksheet to stay within your daily spending limits and ensure your reimbursement is correct.

Date	Location	Daily M&IE Per Diem	Daily T&E Card Charges	Remaining Daily Per Diem	Date	Location	Daily M&IE Per Diem	Daily T&E Card Charges	Remaining Daily Per Diem
10/01/2015	Naples, Italy	\$144.00	\$74.00	\$70.00	10/16/2015	Naples, Italy	\$144.00	\$100.00	\$44.00

Import the T&E Card charges to your travel expense report. Itemize the expenses to ensure the expense dates are correct, and update the expense type to M&IE. Then add an expense line for the remainder of the allowable per diem. *Example:*

Date of Expense	Expense Type	Amount	Location of Expense	Payment Type	Vendor Name	Comment
10/01/2015	Meals & Incidentals	\$44.00	Naples, Italy	Corporate Card	Restaurante Italiano	
10/01/2015	Meals & Incidentals	\$26.00	Naples, Italy	Corporate Card	Restaurante Italiano	
10/01/2015	Meals & Incidentals	\$04.00	Naples, Italy	Corporate Card	Restaurante Italiano	
10/01/2015	Meals & Incidentals	\$70.00	Naples, Italy	Out of Pocket		Remaining daily per diem

Include this worksheet with your other required receipts in MyTravel. Please note: receipts for expenses explained on this worksheet are **not required** per travel policy G-28.