HOW TO FIGURE TRAVEL PER DIEM FOR LAST DAY

Things to remember:

1. Do not combine GSA rates and Per Diem rates on the last day.
2. Per Diem rate replaces GSA meals for the last day of travel but is placed in the Per Diem/Actual Lodging column.
3. Per Diem (as used by USF) is to be used on the last day of travel only if traveling multiple days.
4. The per diem rate is $20 per quarter. There are 4 quarters in a day. (see per diem clock)
5. Meals served by the hotel the traveler is staying at such as - hotel offers continental breakfast does not count for a meal. Only meals offered at a conference/convention stated on the itinerary/schedule.

Meal subtraction rates for Per Diem calculation:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6</td>
</tr>
<tr>
<td>Lunch</td>
<td>$11</td>
</tr>
<tr>
<td>Dinner</td>
<td>$19</td>
</tr>
</tbody>
</table>

Instructions for calculating Per Diem: Locate the Hour of Return located on the TER. Find the time on the Per Diem Clock. Multiply the number of quarters by $20.00. Subtract any meals included on the last day. Remainder is the Per Diem you post on the TER.

Example with meal(s) on a multi day trip: Your traveler is at a convention for 3 days. On the last day the traveler’s plane arrives back at 4:30 but the traveler does not arrive back at the office/home until 6:30. On the itinerary/schedule of the conference the traveler received breakfast and lunch on the last day. The travelers per diem rate for the last day of travel to be posted on the TER would be $63. Open the per diem clock. Travel always starts at midnight on the first quarter. Find 6:30pm on the clock. 6:30 is in the fourth quarter. 4 x $20 = $80. $80 minus breakfast (6) and lunch (11) = $63.

Example without meal(s) on a multi day trip: Your traveler is at a convention for 3 days. On the last day the traveler’s plane arrives back at 4:30 but the traveler does not arrive back at the office/home until 6:30. On the itinerary/schedule of the conference the traveler received no meals on the last day. The travelers per diem rate for the last day of travel to be posted on the TER would be $80. How did we figure the per diem rate to be $80: Open the per diem clock. Travel always starts at midnight on the first quarter. Find 6:30pm on the clock. 6:30 is in the fourth quarter. 4 x $20 = $80.

Example of a single day trip: Per Diem rate is not used. Use the GSA rate.