KANSAS STATE UNIVERSITY

Foreign Travel Meals & IE Per Diem Calculator

Document # _____

Traveler: _____

				Meals Eligible for Reimbursement*				
Date	City	Country	Rate	All	Breakfast	Lunch	Dinner	Total Reimbursed Meals
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
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				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
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				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
				☐	☐	☐	☐	0.00
							TOTAL	0.00

* Meals not eligible for reimbursement include meals included in the cost of registration or at no cost to the traveler and meals not eligible for reimbursement due to time of departure, time of return, or personal travel time. Consistent with State of Kansas international meal reduction rates, meals will be reimbursed at the following rates: 22% breakfast, 30% lunch, 48% dinner.