**DAILY MEAL LOG SHEET**

**Traveler’s Name:**

**Instructions/Policies:**

* **Daily Meal Log Sheet should accompany the Travel Reimbursement Form.**
* **No meal reimbursements for travel lasting less than 24 hours.**
* **Meal receipts, if available should be submitted along with Meal Log Sheet.**
* **Do not request a flat daily rate. Use actual expense amounts. There is no per diem for domestic travel.**
* **Domestic travel daily maximum reimbursement amounts, click** [**here**](http://www.accounting.uci.edu/travel/reimbursement/meals-incidentals.html) **for information.**
* **For travel outside the continental United States (Hawaii, Alaska, etc.) and foreign travel, please refer to the per diem rates set forth by the** [**U.S. State Department**](https://aoprals.state.gov/web920/per_diem.asp)**.**

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| **Date** | **Breakfast** | **Lunch** | **Dinner** | **Reimbursement Amount** |
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| **Total** |  |