UCSB SSLEEC

Travel Meal Log

Name: _____ **Date:** _____

*Please indicate, by date, the actual amounts spent for each meal and any incidentals - **ALCOHOL IS NOT REIMBURSABLE**. For domestic travel, the maximum reimbursable amount is $92 for every 24 hour period. Foreign per diem rates for lodging and meals vary by city and travel dates. Check the U.S. Department of State Foreign Per Diem Rates website to look up the daily maximum allowance for your trip. **This is NOT to be treated as a per diem rate.** You should report meal expenses based on the actual expenses you have incurred by including a meal log*

Date:	Breakfast:	Lunch:	Dinner:	Daily Total:

Grand Total: **$** _____

_____

Traveler's Signature