



Travel Per Diem Request Form

Form must be submitted 2 weeks prior to travel

Employee Name: _____ Date of Request: _____

Department: _____

Date(s) of Travel: _____ Destination Zip Code: _____

RVSD Meal and incidental per diem rates are set by the US General Services Administration (GSA).

How to locate the GSA Rates:

- Using the GSA link [here](#), enter the zip code for your destination and click "Find Rates."
- Scroll down to the second box on the page (as pictured)



Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Mill Valley / San Rafael / Novato	Marin	\$92	\$23	\$26	\$38	\$5	\$69.00

- Using the amounts listed for the destination fill out the chart below
 - First and last day of travel rate will always be used for the day of arrival and day leaving
 - M&IE total rate will always be used for any full days at the destination

	Number of Days	Rate Per Day	Total
First Day of Travel			
Full Day(s) at Destination M&IE total rate			
Last Day of Travel			
Grand Total			

- Print the Meals and incidental expenses rates and breakdown (highlighted yellow) to .pdf and attach to this form when submitting Travel Request Form.

Admin Services Manager Name

Admin Services Manager Approval

Date