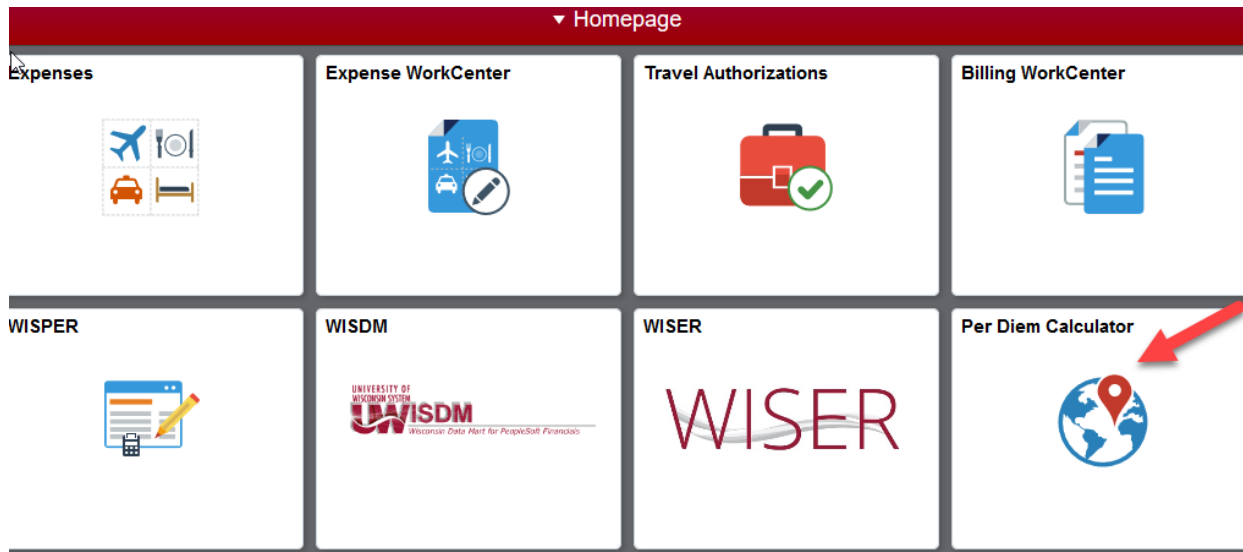


Choose the Per Diem Calculator Tile from the Homepage:



Below is the box that will be displayed when you click on “How do I use this page”:

Cancel **UW Per Diem Calculation Display** **Done**

Day Trip Meal Allowance

By selecting YES on the One Day Trip, you qualify for the day trip meal allowance.

Trips that do not require an overnight stay are not eligible for a Meal and Incidental Expense (M&IE) per diem allowance. By University policy, those travelers that incur meal expenses for a day trip will be reimbursed a flat \$15 per day regardless of leave/return times. Travelers that do not incur out-of-pocket costs or have any meals provided for their day trip travel are not eligible to receive any meal reimbursement. The \$15 is tax reportable to the traveler and no receipts are required.

Lodging Maximums and M&IE Per Diem Allowance Calculation

The rate calculator defaults the country to U.S.A

1. Use the magnifying glass to search for the country, state, and city
2. Select departing and return dates
3. Add a second row for multi-destination by selecting the + sign
4. Click on Fill Grid
5. You will notice the First and Last Day will automatically be selected
6. Select any meals provided to you during your travel dates
7. The meals per diems and maximum lodging rate will display

First and last days of travel are paid at 75% of the M&IE per diem allowance. First day is paid on where you will spend the night; last day is paid on where you spent the night before returning to headquarters.

Here is a screen shot showing the information that will need to be filled in and where the results will be displayed.

One Day Trip? No

[How do I use this page?](#)

Multi Day

Location Code	Location Description	Country	*From	*To		
1 OSHKO	OSHKOSH, WI	USA	03/17/2020	03/20/2020	+	-

Please click on the 'Fill Grid' button below once all data has been inputted above

Location Description	Date	First/Last Day?	Breakfast Provided?	Lunch Provided?	Dinner Provided?	Meals	Lodging
1 OSHKOSH, WI	03/17/2020	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	\$ 41.25	\$ 96.00
2 OSHKOSH, WI	03/18/2020	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	\$ 55.00	\$ 96.00
3 OSHKOSH, WI	03/19/2020	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	\$ 55.00	\$ 96.00
4 OSHKOSH, WI	03/20/2020	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	\$ 41.25	\$ 96.00

Below is an example of a multiple location trip:

One Day Trip? No

[How do I use this page?](#)

Multi Day

2 rows							
Location Code	Location Description	Country	*From	*To			
1	<input type="text" value="OSHKO"/> <input type="button" value="Q"/>	OSHKOSH, WI	USA	<input type="text" value="03/17/2020"/> <input type="button" value="📅"/>	<input type="text" value="03/20/2020"/> <input type="button" value="📅"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="MILWA"/> <input type="button" value="Q"/>	MILWAUKEE, WI	USA	<input type="text" value="03/20/2020"/> <input type="button" value="📅"/>	<input type="text" value="03/22/2020"/> <input type="button" value="📅"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Please click on the 'Fill Grid' button below once all data has been inputted above

6 rows							
Location Description	Date	First/Last Day?	Breakfast Provided?	Lunch Provided?	Dinner Provided?	Meals	Lodging
1	OSHKOSH, WI	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	\$ 41.25	\$ 96.00
2	OSHKOSH, WI	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	\$ 55.00	\$ 96.00
3	OSHKOSH, WI	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	\$ 55.00	\$ 96.00
4	MILWAUKEE, WI	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	\$ 66.00	\$ 125.00
5	MILWAUKEE, WI	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	\$ 66.00	\$ 125.00
6	MILWAUKEE, WI	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	\$ 49.50	\$ 125.00