DAILY MEAL LOG SHEET

The Ayala School of Biological Sciences

Traveler's Name: _____

University employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expenses they incur. In addition, it is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in UC Policy BFB-G-28.

Meals and incidental expenses reimbursed must be ordinary and necessary to accomplish the official business purpose of the trip. There is no per diem for domestic travel less than 30 days. Travelers may seek reimbursement only for their actual expenses up to meal and incidental expenses cap of $62. The cap shall not be treated as a per diem. Meal and incidental expenses reimbursement shall be limited to the actual reasonable costs incurred and is subject to a downward adjustment if meals are included as part of travel/registration.

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.

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

I hereby certify that the out-of-pocket amounts above are for my expenses alone and no alcohol is requested to be reimbursed.

Traveler Signature _____ Date