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PER DIEM TRACKER

TRAVELER	TRIP	RATES SOURCE (GSA, COMPANY POLICY)	FISCAL YEAR

Date	City / location	Lodging rate	Lodging actual	Lodging allowed	M&IE rate	% allowed	Meals provided (deduct)	M&IE allowed	Meals actual	Notes
Trip totals										

Total allowance (lodging allowed + M&IE)	
Total spent (lodging + meals)	
Under (+) / over (-) allowance	