



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Per Diem Calculation Form
Must be requested two weeks in advance of trip departure

Employee: _____ Date: _____

Requesting:

Business Travel Only

Destination City & State _____

Dates Traveling _____

Business Travel with Personal Leave

Destination City & State _____

Dates Traveling _____

Personal leave Dates _____

Purpose of Travel _____

Per Diem will be calculated by accessing the applicable rates on the [G.S.A. Website](#). Additional instructions can be found on page two of this form.

City & State	Per Diem Rate (Meals & Incidentals)	Percentage (%)	Amount (\$)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Per Diem Due to Traveler: _____

It is the employee's responsibility to ensure that all portions of travel and leave requests (if applicable) are approved, and that per diem calculations get entered as purchase orders payable to the employee traveling. In Microix: Please attach approved travel itinerary and list training, location, and dates in the "Reason/Justification" box and meals and incidentals rates for destination/stopover cities in the "Comments" box. Please keep in mind that signer availability may impact check availability.

Should changes affecting dates or locations occur during travel, please report amount (more or less due) to accounting upon return. If changes result in less due to the employee, the amount will be deducted from the next per diem issued, or as a repayment to NVE. If change results in more per diem due to the employee, please submit an additional purchase order.

 Employee Signature Date



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Per Diem Informational Reference Sheet

Per Diem will be calculated by the employee traveling using the GSA Per-Diem website:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

For all 48 State Continental US Travel the CONUS guide should be utilized, the OCONUS (Outside Continental US) guide is used for Alaska and Hawaii. Rates are Updated periodically and are calculated using the Local Meals and Incidental (M&IE) category for your destination city. Destination cities can be found by selecting your state, county, and then city or alphabetically. You may find per-diem rates, especially within the state of Alaska, are higher in the summer and lower in the winter, respectively.

CONUS rates for 2020: [CONUS Rates Website](#)

OCONUS rates (Including Alaska & Hawaii) for 2020: [OCONUS Rates Website](#)

Calculating by the day, travel days (defined as the first and last days) to and from a destination are calculated at a 75% rate no matter what the departure/arrival hour and full days at 100% of the rate given. Should overnights occur while traveling, (referred to by GSA as stopovers) which do not include airport layovers, unless lodging is required due to flight schedules, are calculated at that overnight city rate.

Example 1

Destination City: Travel to Anchorage as your destination city February 5, 2020 to February 8, 2020.

Anchorage per-diem of \$125

2/5 at 75% = \$93.75 ANC Rate (Travel Day)	
2/6 at 100% = \$125.00 ANC Rate (Full Day)	
2/7 at 100% = \$125.00 ANC Rate (Full Day)	
2/8 at 75% = \$93.75 ANC Rate (Travel Day)	Total = \$437.50

Example 2

Destination City with Overnight: Travel through Anchorage to your destination of San Diego, with an overnight in Anchorage. Anchorage per-diem of \$125. San Diego per-diem of \$71

2/5 at 75% = \$93.75 ANC Rate (Travel Day)	
2/6 at 100% = \$71.00 SAN Rate (Full Day)	
2/7 at 100% = \$71.00 SAN Rate (Full Day)	
2/8 at 75% = \$53.25 SAN Rate (Travel Day)	Total: \$289.00

Example 3

Destination City with Multiple Overnights: Travel through Anchorage to your destination of San Diego, with an overnight in Anchorage, and Seattle. Anchorage per-diem rate of \$125, Seattle per-diem of \$76 and San Diego per-diem of \$71.

2/5 at 75% = \$93.75 ANC Rate (Travel Day)	
2/6 at 100% = \$76.00 SEA Rate (Full Day)	
2/7 at 100% = \$71.00 SAN Rate (Full Day)	
2/8 at 75% = \$53.25 SAN Rate (Travel Day)	Total: \$294

To calculate per diem, use the Per-Diem Calculation Form and lines given to list out days travelling as in examples above. For instructions on how to enter your per-diem form calculations for check processing, please see bottom portion of the Per Diem Calculation Form. Should you have questions about the per-diem process a link to frequently asked questions is below. Alternatively, you may contact your Travel Coordinator.

FAQs: <https://www.gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-questions-per-diem>