

Per Diem Calculation Grid

Day	Date	Breakfast	Lunch	Dinner
1				
2				
3				
4				
5				
6				
7				
Totals				

List each individual travel date in the "Date" column.

In the Breakfast, Lunch and Dinner columns, enter a "1" (number one) for each meal that is allowed, and a "0" (number zero) for each meal not allowed.

Add up the "1" (number ones) in the "Totals" row.