

Extra Sheet for Lodging and Meal Receipts

Please attach this sheet to Travel Voucher or Travel Voucher & State Travel Card Reconciliation Form

Lodging:

	Days @		State Rate	
	Days @		State Rate	
	Days @		State Rate	
	Days @		State Rate	
	Days @		State Rate	
	Days @		State Rate	
	Days @		State Rate	
	Days @		State Rate	
	Days @		State Rate	
	Days @		State Rate	
	Days @		State Rate	
	Days @		State Rate	
	Days @		State Rate	

Please type this total on your Voucher in one of the "State Rate" fields

	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	
	Days @		Other Than State Rate	(Attach Over Per Diem Memo)	

Please type this total on your Voucher in the "Other Than State Rate" field

Meals:

Per Diem Rate			Breakfasts @	+		Dinners @		
Per Diem Rate			Breakfasts @	+		Dinners @		
Per Diem Rate			Breakfasts @	+		Dinners @		
Per Diem Rate			Breakfasts @	+		Dinners @		
Per Diem Rate			Breakfasts @	+		Dinners @		
Per Diem Rate			Breakfasts @	+		Dinners @		
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Per Diem Rate			Breakfasts @	+		Dinners @		
Per Diem Rate			Breakfasts @	+		Dinners @		
Per Diem Rate			Breakfasts @	+		Dinners @		
Per Diem Rate			Breakfasts @	+		Dinners @		

Please type this total on your Voucher in one of the "Per Diem Rate" fields

Other Than Per Diem Rate:			Breakfasts @	+		Dinners @		
Other Than Per Diem Rate:			Breakfasts @	+		Dinners @		
Other Than Per Diem Rate:			Breakfasts @	+		Dinners @		
Other Than Per Diem Rate:			Breakfasts @	+		Dinners @		
Other Than Per Diem Rate:			Breakfasts @	+		Dinners @		
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Other Than Per Diem Rate:			Breakfasts @	+		Dinners @		
Other Than Per Diem Rate:			Breakfasts @	+		Dinners @		
Other Than Per Diem Rate:			Breakfasts @	+		Dinners @		
Other Than Per Diem Rate:			Breakfasts @	+		Dinners @		

Please type this total on your Voucher in the "Other Than Per Diem Rate" field