

# COEHP Daily Meal Log

Traveler: \_\_\_\_\_

|         | Date:  | Breakfast: | Lunch: | Dinner: | Other: | Total: |
|---------|--------|------------|--------|---------|--------|--------|
| Day 1:  |        |            |        |         |        |        |
| Day 2:  |        |            |        |         |        |        |
| Day 3:  |        |            |        |         |        |        |
| Day 4:  |        |            |        |         |        |        |
| Day 5:  |        |            |        |         |        |        |
| Day 6:  |        |            |        |         |        |        |
| Day 7:  |        |            |        |         |        |        |
| Day 8:  |        |            |        |         |        |        |
| Day 9:  |        |            |        |         |        |        |
| Day 10: |        |            |        |         |        |        |
| Day 11: |        |            |        |         |        |        |
| Day 12: |        |            |        |         |        |        |
| Day 13: |        |            |        |         |        |        |
| Day 14: |        |            |        |         |        |        |
|         | TOTAL: |            |        |         |        |        |

Comments:

\*\*Meal reimbursement is allowed only when it is connected with an overnight travel.

\*\*Under no circumstances should the maximum daily Federal Per Diem rates for meals be exceeded. **Only actual expenses shall be claimed.**

\*\*This link is a guideline that allows you to determine the maximum allowable per diem by location:

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

\*\*You are only allowed 75% of the first and last day of travel for meals. You may input the full amount above and OADA will adjust.

\*\*For a full list of UA travel meal policies you may visit the following site:

<https://travel.uark.edu/travel-policy.php>