**Examples of Per Diem Policy:**

**Example 1: Deducting per diem for any meals provided:** Total GSA rate per day of travel for meals is $69.00, breakfast ($17), lunch ($18) and dinner ($34). Breakfast and lunch are provided at the venue. Deduct $35.00 from the daily total of $69.00. Claim the remainder for dinner of $34.00 on your Travel Reimbursement Form or your actual expense, **whichever is less** (see below).

**Example 2: Reasonable reimbursement:** Total GSA rate per day of travel for meals is $69.00, breakfast ($17), lunch ($18) and dinner ($34). Breakfast and lunch are provided at the venue. The actual expense of your dinner is $28.00, submit reimbursement for lower expense of $28.00.