Job Aid: 3.04 – Calculating Per Diem

1. Create an agenda or itinerary for your trip that is divided by location and dates.
2. Go to the U.S. Department of State website to look up foreign per diem rates.
3. Look up each location that you traveled to and note the daily per diem rate for each area. If your location is not listed, use the rate for “other”.
4. Open the Travel Expense Report Form found on the OFA websites and enter in your basic information in Section 1, Tab 1. For “Type of Travel” select “International” in the drop down. For “Define Travel” select “Study Abroad” in the drop down. These must be correct for the spreadsheet to work.
5. Correctly enter the departure date and return date for your trip.
6. Click on the third tab, “Per Diem Calculator.” You should see all of your trip dates in the table and your traveler information at the top.
7. Select the daily per diem rate that you looked up by location for each date listed.
8. Check any meals that were provided or that you do not want to take per diem.
9. The table will automatically calculate your per diem total and populate the first page of the spreadsheet with the correct total. You can check this by looking at Tab 1, Section 3, “Meals.”

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