



Request for Actual Expense Above Per Diem

Traveler name (print or type): _____

Agency / Division / Branch: _____

Travel Dates _____ to _____

Location: _____

Per Diem: Lodging: _____

M & IE: _____

Actual Requested: Lodging: _____

No. of Days _____

M & IE: _____ No. of Days _____

Requested Per Diem _____

Steps Taken to Find Lodging within Per Diem

Explanation of Why Trip Cannot Be Delayed

Traveler will ensure the travel authorization or written addendum includes the M&IE rate for the TDY location and the maximum lodging amount and also provide a justification for the actual expenses. The travel authorization must include this statement in the comments

"No itemization of meals and incidental expenses is required. No receipts for meals are required."

Traveler /Requestor Signature: _____

Decision (check one): Approved Denied

Approving Official Name: _____

Signature: _____

Agency or Staff Office Heads may delegate the authority to approve non-emergency actual expense reimbursement requests up to 150 percent of the established per diem rate for the temporary duty location; the authority to approve actual expense requests between 150 and 300 percent remains with the Agency or Staff Office Head and cannot be further delegated. An Agency or Staff Office Head may delegate the authority to approve actual reimbursement requests for hazard related emergencies, such as disease.



Agency or Staff Office Heads may delegate the authority to approve non-emergency actual expense reimbursement requests up to 150 percent of the established per diem rate for the temporary duty location; the authority to approve actual expense requests between 150 and 300 percent remains with the Agency or Staff Office Head and cannot be further delegated.

An Agency or Staff Office Head may delegate the authority to approve actual reimbursement requests for hazard related emergencies, such as disease, fire, natural disasters, etc, not to exceed 300 percent, to the Senior Accountable Travel Official only.

The per diem rate, actuals requested and M&IE from the tables on page 1 will populate below once completed by the requester.

The USDA prefers using the GSA approved 'No itemization' method for calculating actual expenses. Under this method, the total per diem rate (lodging and M&IE combined) is multiplied by 300% (rounded to the next whole dollar) and then the locality M&IE rate is subtracted out.

This method allows a traveler to apply the maximum amount possible to the lodging portion of their subsistence expense while remaining within the 300% ceiling. It requires the traveler to itemize lodging cost only. The M&IE allowance is payable without itemization of meals or receipts and is limited to the daily locality M&IE per diem (or a lesser amount as authorized), regardless of actual meal expenses.

Actual Expense Calculation - Maximum Allowed

	Lodging			Actual Lodging	
	M & IE			M & IE	
	Max Per Diem			Amount Requested	
		x			
		Less M & IE			
	Max Actual Lodging				
		Requested Rate:		/	

Actual Expense Example

Lodging	\$156.00		Actual Lodging	\$380.00
M & IE	\$64.00		M & IE	\$64.00
Max Per Diem	\$220.00		Amount Requested	\$444.00
	\$220.00 x300%	\$660.00		
	Less M & IE	(\$64.00)		
Max actual lodging		\$596.00		
		Requested Rate: \$444/220% = 202%		

NOTE: Divide by the max per diem amount as a percentage (verse dollar amount) for the desired rate information.