Options for documenting meal reimbursements.

1. Domestic Meals: DOM MEALS

This feature enables you to enter the total dollar amount into the amount column. Use the “Comments” box to specify what meals you are requesting reimbursement for (i.e. 2 breakfast, 2 lunch, 1 dinner = $84.00)
2. **Meals Actuals: MIE Actuals**

When requesting reimbursement for actual meals a receipt MUST be provided as well as a list of attendees including purpose. When you click on the amount box the Wizard will appear and must be filled out and receipt attached.

Once you click “SAVE” the dollar amount will be brought over to the expense detail screen. Attach your receipt and you’re ready to continue.
3. **Meals Per Diem: MIE PER DIEM**

If you are choosing the MIE PER DIEM expense type you must choose destination city or WHOI.

WHOI has been selected from the drop down menu under “Country/State”. The WHOI per diem rate of $57.00 per day is preset. Each day MUST be entered as a separate line item. Do not check off any boxes in the “Meals Provided” section unless a meal was provided (i.e. conference provided lunch). Travel Day is not applicable at this time.

If destination city is other than WHOI you will choose that city (see below). By selecting the appropriate state and city from the dropdown, the USD per diem rate will be shown.

If the state/city is not represented please refer to the following website for current GSA rates.

http://www.gsa.gov/portal/content/104877

Please note rate and number of days in comments section.

Each day MUST be entered as a separate line item. Do not check off any boxes in the “Meals Provided” section unless a meal was provided (i.e. lunch was provided). Travel Day is not applicable at this time.
4. Foreign Meals: FGN MEALS

For Foreign Meals please refer to the following website for per diem rates
https://aoprls.state.gov/content.asp?content_id=184&menu_id=78

The Meal Reimbursement Per Diem Worksheet must be attached.
See the URL below for the form.
http://www.whoi.edu/procurement/page.do?pid=14681&tid=282&cid=27626&noprintr=true&notextsize=true