

ANTICIPATED EXPENSES WORKSHEET

Meals Reimbursement

_____ PER DIEM (Receipts **not required** – see chart below for amounts. *NOTE: first and last days are at 75%*)

Date	Amount
Total	

_____ ACTUAL AND NECESSARY (Receipts **are required** for reimbursement)

Date	Breakfast	Lunch	Dinner	Total
			Total	

Lodging – *Receipt/s must be attached for reimbursement*

_____ rooms for _____ days at \$ _____ per day Total \$ _____

Travel – *Receipt/s must be attached for reimbursement*

Airplane \$ _____
 Train \$ _____
 Bus \$ _____
 Car: _____ miles @ \$ _____ per mile \$ _____

Chart for Calculating Expense Per Diem Rates

	Inyo	Imperial, Stanislaus, Yolo	Madera, Marin, Santa Clara	Alameda, Fresno, Sacramento, San Mateo, Sonoma	Napa, San Luis, Santa Barbara, Santa Cruz	Los Angeles, Monterey, Orange, Riverside, San Diego, San Francisco, Ventura
PGUSD Rate	\$41.00	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00
Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00
Dinner	\$23.00	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
First/Last Days – 75%	\$30.75	\$34.50	\$38.25	\$42.00	\$45.75	\$49.50