**MEAL PER DIEM**

<table>
<thead>
<tr>
<th>Partial Period</th>
<th>Depart on or Before</th>
<th>Return on or After</th>
<th>Standard Meal Per Diem</th>
<th>% of Per Diem Allowed per Meal</th>
<th>Alb Meal Per Diem</th>
<th>Los Alamos Meal Per Diem</th>
<th>Santa Fe Meal Per Diem</th>
<th>Taos Meal Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6:00 am</td>
<td>7:00 AM</td>
<td>$7.80</td>
<td>20%</td>
<td>$9.80</td>
<td>$9.80</td>
<td>$11.80</td>
<td>$11.80</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:00 pm</td>
<td>1:00 pm</td>
<td>$9.75</td>
<td>25%</td>
<td>$12.25</td>
<td>$12.25</td>
<td>$14.75</td>
<td>$14.75</td>
</tr>
<tr>
<td>Dinner</td>
<td>6:00 pm</td>
<td>7:00 pm</td>
<td>$21.45</td>
<td>55%</td>
<td>$26.95</td>
<td>$26.95</td>
<td>$32.45</td>
<td>$32.45</td>
</tr>
</tbody>
</table>

**FOR DOMESTIC AIR TRAVEL:** ALLOWED 1 ½ HOURS TRAVEL TIME PRIOR TO DEPARTURE
ALLOWED 1 HOUR TRAVEL TIME AFTER ARRIVAL HOME

**FOR INTERNATIONAL TRAVEL:** ALLOWED 2 HOURS TRAVEL TIME PRIOR TO DEPARTURE
ALLOWED 1 HOUR TRAVEL TIME AFTER ARRIVAL HOME

**TRAVEL TIME DEFINED**
- Travel time includes the time required to travel to and from the business destination
- Travel time may not include normal commuting time from the traveler’s principal residence to the place of employment
- Travel time does not include time spent for personal business
- Travel time does not include time required to travel by car, which exceeds travel time by COMAIR, unless travel by car is necessitated by the nature of the trip

**FLAT PER DIEM**
(if not using meal per diem + actual lodging expense)

$85 PER DAY – IN STATE TRAVEL
$115 PER DAY – OUT OF STATE AND INTERNATIONAL TRAVEL