

MEAL PER DIEM

Partial Period	Depart on or Before	Return on or After	Standard Meal Per Diem \$39.00	% of Per Diem Allowed per Meal	Alb Meal Per Diem \$49.00	Los Alamos Meal Per Diem \$49.00	Santa Fe Meal Per Diem \$59.00	Taos Meal Per Diem \$59.00
Breakfast	6:00 am	7:00 AM	\$7.80	20%	\$9.80	\$9.80	\$11.80	\$11.80
Lunch	12:00 pm	1:00 pm	\$9.75	25%	\$12.25	\$12.25	\$14.75	\$14.75
Dinner	6:00 pm	7:00 pm	\$21.45	55%	\$26.95	\$26.95	\$32.45	\$32.45

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