

Multiple Destination / Multiple Rate Worksheet

(Required if more than one Destination or Rate involved.)

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No.	Arrival		Business Destination (Do not list connecting/transfer stops. List personal stops, but do not include in Business Travel Days)	Departure				Business Travel Days	Type of Allowance	# Days	*Actual Rate Paid \$	Total Paid \$	*FEDERAL		COMMENTS
	Date	Time		Date	Time								High/Low CONUS	Rate \$	
			,Hawaii												
1															
2															
3															
4															
5															

Total Business Days Claimed								TOTALS				Notes:	
Notes:								Per Diem					
								M&IE					
								Lodging					
								Grand Total Paid					

Hawaii Departure/Return Partial Day Per Diem & M&IE Schedule			Business Destination Partial Day Per Diem & M&IE Schedule			Use the dates and times reflected on the flight schedule. Do not attempt to convert time to Hawaii Standard Time. Use the <u>Hawaii Departure/Return Partial Day Per Diem & M&IE Schedule</u> to assign partial days to the departure day from Hawaii and the return day to Hawaii. Use the <u>Business Destination Partial Day Per Diem & M&IE Schedule</u> to assign partial days to the departure days from business destinations. The total per diem days must equal to the total reflected on the FMIS-4, Employee Travel Form.		
Time of Departure/Return	Allowed on Day of: Departure	Return	Time of Departure	Partial Day Assigned to: Destination	Next Destination			
1 12:01 AM - 6:00 AM	1 day	1/4 day	12:01 AM - 6:00 AM	1 1/4 day	3/4 day			
2 6:01 AM - Noon	3/4 day	1/2 day	6:01 AM - Noon	2 1/2 day	1/2 day			
3 12:01 PM - 6:00 PM	1/2 day	3/4 day	12:01 PM - 6:00 PM	3 3/4 day	1/4 day			
4 6:01 PM - Midnight	1/4 day	1 day	6:01 PM - Midnight	4 1 day	0 day			

* Click on Travel Web Sites:	B.U. Per Diem rates CONUS Per Diem rates OCONUS - Non-Foreign Per Diem rates OCONUS - Foreign Per Diem rates	http://www.fmo.hawaii.edu/fmis/travel/index.html http://www.dtic.mil/perdiem/perdiemrates.html http://www.state.gov/m/a/als/prdm/ http://www.state.gov/m/a/als/prdm/
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