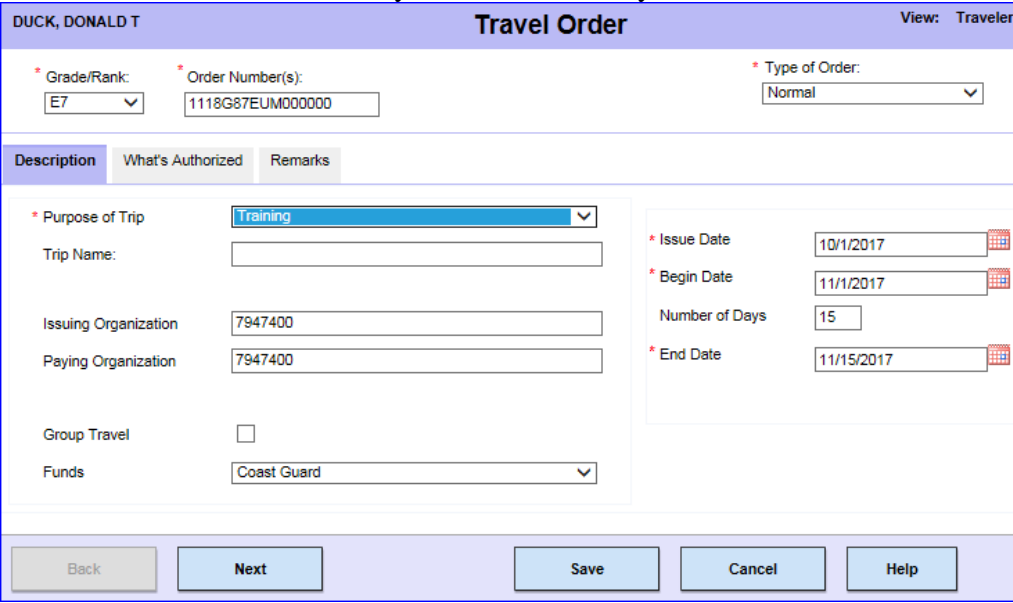
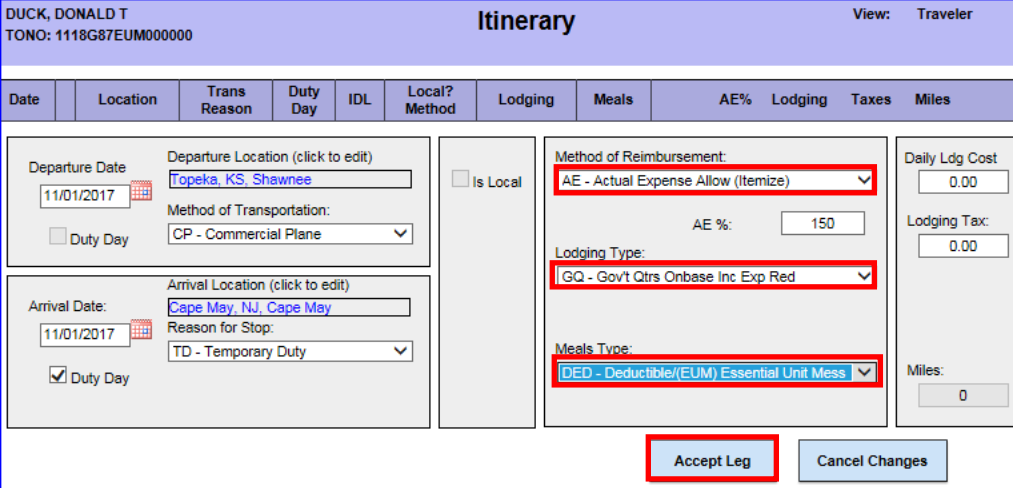


Missed meals for Essential Messing Units

Introduction This guide provides the procedures for entering missed meals from an Essential Messing Unit (EMU) Not to Exceed Proportional Meal Rates (NTE PMR) in TPAX.

Procedures See below.

Step	Action
1	<p>Enter the order information as you would normally.</p> 
2	<p>Enter in the itinerary BUT select AE for Method of Reimbursement, GQ for Lodging Type and DED for Meals Type and click Accept Leg.</p> 

Continued on next page

Missed meals for Essential Messing Units

Messing Units, Continued

Procedures,
continued

Step	Action																																													
3	<p>Enter the return leg and click Accept Leg.</p> <div style="border: 1px solid black; padding: 5px;"> <p>DUCK, DONALD T TONO: 1118G87EUM000000 View: Traveler</p> <p style="text-align: center;">Itinerary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th></th> <th>Location</th> <th>Trans Reason</th> <th>Duty Day</th> <th>IDL</th> <th>Local? Method</th> <th>Lodging</th> <th>Meals</th> <th>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>11/1/2017 11/1/2017</td> <td>DEP ARR</td> <td>Topeka, KS, Shawnee Cape May, NJ, Cape May</td> <td>CP TD</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/></td> <td></td> <td style="background-color: red; color: white; text-align: center;">AE</td> <td>GQ</td> <td>DED</td> <td>150</td> <td>0.00</td> <td>0.00</td> <td>0</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Departure Date: <input type="text" value="11/15/2017"/> <input type="button" value="Calendar"/></p> <p>Departure Location (click to edit): <input type="text" value="Cape May, NJ, Cape May"/></p> <p>Method of Transportation: <input checked="" type="checkbox" value="Duty Day"/> <input type="text" value="CP - Commercial Plane"/></p> <hr/> <p>Arrival Date: <input type="text" value="11/15/2017"/> <input type="button" value="Calendar"/></p> <p>Arrival Location (click to edit): <input type="text" value="Topeka, KS, Shawnee"/></p> <p>Reason for Stop: <input type="text" value="MC - Mission Complete"/></p> <p><input type="checkbox"/> Duty Day</p> </div> <div style="width: 10%; text-align: center;"> <input type="checkbox"/> Is Local </div> <div style="width: 30%;"> <p>Method of Reimbursement: <input type="text"/></p> <p>Lodging Type: <input type="text"/></p> <p>Meals Type: <input type="text" value="CM - Commercial Meals"/></p> </div> <div style="width: 15%;"> <p>Daily Ldg Cost: <input type="text" value="0"/></p> <p>Lodging Tax: <input type="text" value="0"/></p> <p>Miles: <input type="text" value="0"/></p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	11/1/2017 11/1/2017	DEP ARR	Topeka, KS, Shawnee Cape May, NJ, Cape May	CP TD	<input type="checkbox"/> <input checked="" type="checkbox"/>		AE	GQ	DED	150	0.00	0.00	0																			
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4	<p>Review itinerary for accuracy and click Accept Changes.</p> <div style="border: 1px solid black; padding: 5px;"> <p>DUCK, DONALD T TONO: 1118G87EUM000000 View: Traveler</p> <p style="text-align: center;">Itinerary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th></th> <th>Location</th> <th>Trans Reason</th> <th>Duty Day</th> <th>IDL</th> <th>Local? Method</th> <th>Lodging</th> <th>Meals</th> <th>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>11/1/2017 11/1/2017</td> <td>DEP ARR</td> <td>Topeka, KS, Shawnee Cape May, NJ, Cape May</td> <td>CP TD</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/></td> <td></td> <td style="background-color: red; color: white; text-align: center;">AE</td> <td>GQ</td> <td>DED</td> <td>150</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>Edit</td> <td>Del</td> </tr> <tr> <td>11/15/2017 11/15/2017</td> <td>DEP ARR</td> <td>Cape May, NJ, Cape May Topeka, KS, Shawnee</td> <td>CP MC</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> <td></td> <td style="background-color: #cccccc; text-align: center;">□</td> <td>NLG</td> <td></td> <td>0</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>Edit</td> <td>Del</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Add Leg"/> </div> <div style="text-align: right; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="Accept Changes"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Help"/> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles			11/1/2017 11/1/2017	DEP ARR	Topeka, KS, Shawnee Cape May, NJ, Cape May	CP TD	<input type="checkbox"/> <input checked="" type="checkbox"/>		AE	GQ	DED	150	0.00	0.00	0	Edit	Del	11/15/2017 11/15/2017	DEP ARR	Cape May, NJ, Cape May Topeka, KS, Shawnee	CP MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		□	NLG		0	0.00	0.00	0	Edit	Del
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Missed meals for Essential Messing Units, Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																																
5	<p>Click Exceptions.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Temporary Duty Trip View: Traveler</p> <hr/> <p>DUCK, DONALD T</p> <p>TONO: <input type="text" value="1118G87EUM000000"/> Proceed Date: <input type="text" value="11/1/2017"/></p> <p>Type of order: <input type="text" value="Normal"/> Number of Days: <input type="text" value="15"/></p> <p style="text-align: right;">End Date: <input type="text" value="11/15/2017"/></p> <hr/> <p>What's Authorized Itinerary Reimbursables</p> <p>Duration of travel: <input type="text" value="Greater than or equal to 24 hours"/> <input type="button" value="v"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th></th> <th>Location</th> <th>Trans Reason</th> <th>Duty Day</th> <th>IDL</th> <th>Local? Method</th> <th>Lodging</th> <th>Meals</th> <th>AE%</th> <th>Lodging</th> <th>Taxes</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>11/1/2017 11/1/2017</td> <td>DEP ARR</td> <td>Topeka, KANSAS Cape May, NEW JERSEY</td> <td>CP TD</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/></td> <td></td> <td style="background-color: red; color: white;">AE</td> <td>GQ</td> <td>DED</td> <td><input type="text" value="150"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0"/></td> </tr> <tr> <td>11/15/2017 11/15/2017</td> <td>DEP ARR</td> <td>Cape May, NEW JERSEY Topeka, KANSAS</td> <td>CP MC</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>NLG</td> <td></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0"/></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add / Edit Trip Itinerary"/></p> <p style="text-align: center;"> <input type="button" value="Back"/> <input type="button" value="Next"/> Exceptions <input type="button" value="Occasionals"/> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	11/1/2017 11/1/2017	DEP ARR	Topeka, KANSAS Cape May, NEW JERSEY	CP TD	<input type="checkbox"/> <input checked="" type="checkbox"/>		AE	GQ	DED	<input type="text" value="150"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	11/15/2017 11/15/2017	DEP ARR	Cape May, NEW JERSEY Topeka, KANSAS	CP MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>																																																																																																																																																																									
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6	<p>The Daily Exceptions page will display where the per diem selections will be entered for each day.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Daily Exceptions View: Traveler</p> <hr/> <p>DUCK, DONALD T TONO: 1118G87EUM000000</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Ldg Rate</th> <th>MIE Rate</th> <th>Brk Type</th> <th>Lun Type</th> <th>Din Type</th> <th>Lodg. Cost</th> <th>Lodg. Taxes</th> <th>Brk. Cost</th> <th>Lun. Cost</th> <th>Din. Cost</th> <th>Inc. 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Cost	11/1/2017	AE	\$99.00	\$64.00	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/2/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/3/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/4/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/5/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/6/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/7/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/8/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/9/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/10/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/11/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/12/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/13/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/14/2017	AE	\$99.00	\$64.00	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	DED <input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	11/15/2017	AE	\$99.00	\$64.00	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	0.00	0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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Missed meals for Essential Messing Units Essential Messing Units, Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																																
7	<p>In this example, the EUM is located at Cape May, NJ where the Meals and Incidental Expenses (MIE) rate is \$64. First thing needed is to figure the 75% which is $\\$64 \times .75 = \\48. This amount needs to be put into the first and last day in the Dinner Cost (Din. Cost) blocks.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small;">DUCK, DONALD T TONO: 1118G87EUM000000 View: Traveler</p> <p style="text-align: center; font-weight: bold;">Daily Exceptions</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Ldg Rate</th> <th>MIE Rate</th> <th>Brk Type</th> <th>Lun Type</th> <th>Din Type</th> <th>Lodg. Cost</th> <th>Lodg. Taxes</th> <th>Brk. Cost</th> <th>Lun. Cost</th> <th>Din. Cost</th> <th>Inc. Cost</th> </tr> </thead> <tbody> <tr> <td>11/1/2017</td> <td>AE</td> <td>\$99.00</td> <td>\$64.00</td> <td style="text-align: center;">▼</td> <td style="text-align: center;">▼</td> <td style="text-align: center;">▼</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right; border: 2px solid red;">48.00</td> <td style="text-align: right;">0</td> </tr> <tr> <td>11/2/2017</td> <td>AE</td> <td>\$99.00</td> <td>\$64.00</td> <td style="text-align: center;">DED ▼</td> <td style="text-align: center;">DED ▼</td> <td style="text-align: center;">DED ▼</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>11/3/2017</td> <td>AE</td> <td>\$99.00</td> <td>\$64.00</td> <td 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Missed meals for Essential Messing Units

Essential Messing Units, Continued

Procedures,
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8	<p>Next, input \$5 Incidental Cost (Inc. Cost) for each of the training days in between first and last day.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">DUCK, DONALD T View: Traveler TONO: 1118G87EUM000000 Daily Exceptions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Ldg Rate</th> <th>MIE Rate</th> <th>Brk Type</th> <th>Lun Type</th> <th>Din Type</th> <th>Lodg. Cost</th> <th>Lodg. Taxes</th> <th>Brk. Cost</th> <th>Lun. Cost</th> <th>Din. Cost</th> <th>Inc. 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Cost	11/1/2017	AE	\$99.00	\$64.00	▼	▼	▼	0.00	0.00	0	0	48.00	0	11/2/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/3/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/4/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/5/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/6/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/7/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/8/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/9/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/10/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/11/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/12/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/13/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/14/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/15/2017	AE	\$99.00	\$64.00	▼	▼	▼	0.00	0.00	0	0	48.00	0.00
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Missed meals for Essential Messing Units Essential Messing Units, Continued

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Cost	11/1/2017	AE	\$99.00	\$64.00	▼	▼	▼	0.00	0.00	0	0	48.00	0	11/2/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/3/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/4/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	7.50	0	5.00	11/5/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/6/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/7/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	5.25	0	0	5.00	11/8/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/9/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/10/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	5.25	7.50	0	5.00	11/11/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/12/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/13/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	12.50	5.00	11/14/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/15/2017	AE	\$99.00	\$64.00	▼	▼	▼	0.00	0.00	0	0	48.00	0.00
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Procedures,
continued

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<p>10</p>	<p>To find PMR, follow the instructions for computations from the Defense Travel Management Office (DTMO) website at http://www.defensetravel.dod.mil/site/fagpropmeal.cfm.</p> <div style="border: 1px solid black; padding: 5px;"> <p>The PMR is an amount based on the locality meal rate and the Gov't meal rate (GMR). The per diem tables on this website have the PMRs already computed. The examples below, using the Standard CONUS M&IE rate (\$51) and the Standard GMR (\$13.85), show how to compute a PMR amount. The Standard CONUS M&IE rate (\$51) consists of \$46 for meals, and \$5 for incidental expenses.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Step 1</td> <td style="width: 60%;">Add the locality meal rate and the GMR</td> <td style="width: 25%; text-align: right;">\$46 + \$13.85 = \$59.85</td> </tr> <tr> <td>Step 2</td> <td>Divide step 1 total in half (rounded-up to the nearest dollar)</td> <td style="text-align: right;">\$59.85 / 2 = \$29.93 (\$30)</td> </tr> <tr> <td>Step 3</td> <td>Add step 2 (the PMR) total to the incidental expense amount</td> <td style="text-align: right;">\$30 + \$5 = \$35</td> </tr> <tr> <td>Step 4</td> <td>Proportional M&IE rate is step 3 total</td> <td style="text-align: right;">\$35</td> </tr> </table> <p><i>Disclaimer: The numbers in this example are for illustrative purposes only. See JTR, App A1 for the current GMR (Discounted and Standard).</i></p> <p>The computation rules in these regulations may be unique to JTR.</p> </div> <p>Or go to Department of Defense (DOD) website at https://www.defensetravel.dod.mil/pdcgi/pd-rates/cpdratesx4.cgi to look up the pre-computed Prop. Meals rate provided (in this case \$37.00).</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">CONTIGUOUS UNITED STATES</p> <p style="text-align: center;">Updated: 08/23/2017 View summary of changes</p> <p>STATE: <input type="text" value="NEW JERSEY"/> FISCAL YEAR: <input type="text" value="2018"/></p> <p><input type="checkbox"/> FLAT RATE PER DIEM FOR TDY OVER 30 DAYS</p> <p><input checked="" type="checkbox"/> INCLUDE ALL CITIES AND TOWNS</p> <p><input checked="" type="checkbox"/> INCLUDE MILITARY INSTALLATIONS</p> <p style="text-align: center;"><input type="button" value="CALCULATE"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>LOCATION (1)</th> <th>County and/or Other Defined Location (2)</th> <th>Seasons (Beg-End)</th> <th>Max Lodging</th> <th>Local Meals</th> <th>Prop. Meals</th> <th>Incidentals</th> <th>Per Diem</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td>CAPE MAY</td> <td>CAPE MAY COUNTY</td> <td>01/01-02/28</td> <td>93</td> <td>59</td> <td style="border: 2px solid red;">37</td> <td>5</td> <td>157</td> <td>10/01/2017</td> </tr> <tr> <td>CAPE MAY</td> <td>CAPE MAY COUNTY</td> <td>03/01-09/30</td> <td>99</td> <td>59</td> <td style="border: 2px solid red;">37</td> <td>5</td> <td>163</td> <td>10/01/2017</td> </tr> <tr> <td>CAPE MAY</td> <td>CAPE MAY COUNTY</td> <td>10/01-12/31</td> <td>99</td> <td>59</td> <td style="border: 2px solid red;">37</td> <td>5</td> <td>163</td> <td>10/01/2017</td> </tr> <tr> <td>CAPE MAY COUNTY</td> <td>CAPE MAY COUNTY</td> <td>01/01-02/28</td> <td>93</td> <td>59</td> <td style="border: 2px solid red;">37</td> <td>5</td> <td>157</td> <td>10/01/2017</td> </tr> <tr> <td>CAPE MAY COUNTY</td> <td>CAPE MAY COUNTY</td> <td>10/01-12/31</td> <td>99</td> <td>59</td> <td style="border: 2px solid red;">37</td> <td>5</td> <td>163</td> <td>10/01/2017</td> </tr> <tr> <td>CAPE MAY COUNTY</td> <td>CAPE MAY COUNTY</td> <td>03/01-09/30</td> <td>99</td> <td>59</td> <td style="border: 2px solid red;">37</td> <td>5</td> <td>163</td> <td>10/01/2017</td> </tr> </tbody> </table>	Step 1	Add the locality meal rate and the GMR	\$46 + \$13.85 = \$59.85	Step 2	Divide step 1 total in half (rounded-up to the nearest dollar)	\$59.85 / 2 = \$29.93 (\$30)	Step 3	Add step 2 (the PMR) total to the incidental expense amount	\$30 + \$5 = \$35	Step 4	Proportional M&IE rate is step 3 total	\$35	LOCATION (1)	County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Prop. Meals	Incidentals	Per Diem	Effective Date	CAPE MAY	CAPE MAY COUNTY	01/01-02/28	93	59	37	5	157	10/01/2017	CAPE MAY	CAPE MAY COUNTY	03/01-09/30	99	59	37	5	163	10/01/2017	CAPE MAY	CAPE MAY COUNTY	10/01-12/31	99	59	37	5	163	10/01/2017	CAPE MAY COUNTY	CAPE MAY COUNTY	01/01-02/28	93	59	37	5	157	10/01/2017	CAPE MAY COUNTY	CAPE MAY COUNTY	10/01-12/31	99	59	37	5	163	10/01/2017	CAPE MAY COUNTY	CAPE MAY COUNTY	03/01-09/30	99	59	37	5	163	10/01/2017
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11	<p>It is the AO's responsibility to verify the actual meal expense and ensure each total daily MIE does not exceed the PMR (in this case of \$37):</p> <ul style="list-style-type: none"> • \$7.50 + \$5 = \$12.50 • \$5.25 + \$5 = \$10.25 • \$5.25 + \$7.50 + \$5 = \$17.75 • \$12.50 + \$5 = \$17.75 <p>Click Accept Changes.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6fa;"> <th colspan="13" style="text-align: center;">Daily Exceptions</th> <th style="text-align: right;">View: Traveler</th> </tr> <tr style="background-color: #e6e6fa;"> <th colspan="13" style="font-size: small;">DUCK, DONALD T TONO: 1118G87EUM000000</th> </tr> <tr style="background-color: #e6e6fa;"> <th>Date</th> <th>Type</th> <th>Ldg Rate</th> <th>MIE Rate</th> <th>Brk Type</th> <th>Lun Type</th> <th>Din Type</th> <th>Lodg. Cost</th> <th>Lodg. Taxes</th> <th>Brk. Cost</th> <th>Lun. Cost</th> <th>Din. 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display: flex; justify-content: space-between;"> Default Daily Meals/Lodging Accept Changes Cancel Changes Help </div> </div> <p>NOTE: If the missed meals exceed the PMR, enter the maximum amount in one of the fields.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>11/12/2017</td><td>AE</td><td>\$99.00</td><td>\$64.00</td><td style="text-align: center;">DED ▼</td><td style="text-align: center;">DED ▼</td><td style="text-align: center;">DED ▼</td><td>0.00</td><td>0.00</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">5.00</td></tr> <tr><td>11/13/2017</td><td>AE</td><td>\$99.00</td><td>\$64.00</td><td style="text-align: center;">DED ▼</td><td style="text-align: center;">DED ▼</td><td style="text-align: center;">DED ▼</td><td>0.00</td><td>0.00</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: 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Type	Lun Type	Din Type	Lodg. Cost	Lodg. Taxes	Brk. Cost	Lun. Cost	Din. Cost	Inc. Cost	11/1/2017	AE	\$99.00	\$64.00	▼	▼	▼	0.00	0.00	0	0	48.00	0	11/2/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/3/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/4/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	7.50	0	5.00	11/5/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/6/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/7/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	5.25	0	0	5.00	11/8/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/9/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/10/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	5.25	7.50	0	5.00	11/11/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/12/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/13/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	12.50	5.00	11/14/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/15/2017	AE	\$99.00	\$64.00	▼	▼	▼	0.00	0.00	0	0	48.00	0.00	11/12/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	0	5.00	11/13/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	12.50	5.00	11/14/2017	AE	\$99.00	\$64.00	DED ▼	DED ▼	DED ▼	0.00	0.00	0	0	37.00	5.00	11/15/2017	AE	\$99.00	\$64.00	▼	▼	▼	0.00	0.00	0.00	0	48.00	0.00
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