

Temporary Lodging Expense Worksheet

For use in locations in the Continental United States

Per Diem Rate for Your Location

[as found at http://www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)

Lodging

Meals and Incidentals

add together the meals rate and the incidentals rate

Your Family Size Multiplier

If you are:	You will receive:	
Service member traveling alone?	65%	pick which one of these four applies to you, and write it here
One dependent traveling alone?	65%	
Service member plus one dependent?	100%	
Two dependents?	100%	

Beyond two travelers, add for each additional person:

number of additional travelers under age 12

times 25% equals

plus

number of additional travelers age 12 or older

times 35% equals

add them together

Total Family Size Multiplier (65%, 100%, or 100%+additional family members)=

Lodging Calculations

First, adjust your maximum reimbursable daily lodging rate for the size of your family.

Per Diem rate

times family size multiplier

equals your maximum reimbursable daily lodging rate

Then, compare the family size adjusted maximum daily lodging rate with your actual lodging rate, and take the smaller number:

Actual lodging expenses per night

Maximum reimbursable daily lodging rate

which number is smaller?

The smaller of these two numbers is how much you will be reimbursed.

Meals and Incidentals Calculations

Multiply the per diem meals and incidental rate by your family size multiplier:

M&I Rate

times Family Size Multiplier

equals Total Daily M&I Reimbursement

Total Daily TLE Calculations

Total daily TLE is Lodging

plus M&I

equals Total Daily TLE
compare to \$290 Max TLE Rate

which one of these two numbers is smaller?

Actual daily TLE Rate (smaller of the two above)

Times

Number of Days

Equals

Total Reimbursement