**Meals for 2015 Travel**

If travel occurred in 2015, the system calculated meals per diem cannot be used.

To enter meals, the applicable ‘Meals (Allowed/Actual)’ should be used (based on location). Create a line item expense for each day of meals. Remember to deduct any meals provided.

The recurrence option can also be used.
To determine the reimbursement amount, refer to the chart on page 2 of the travel website [2015 Travel Reimbursement Procedures and Rates](#).

Continue to list the departure and arrival times in TEM to determine which meals are allowed on the first and last day of travel. This information is available on the chart for reference.