

C. Here is a break down of the dollars amount to be used towards each meal. Example: You have a meeting in Lincoln on Tuesday, so you travel to Lincoln on Monday to stay overnight. You will be allowed \$23 for your Monday evening meal, then you have \$18 left for your breakfast and lunch on Tuesday. Your meeting is from 8-4:00 on Tuesday, so you will not be allowed an evening meal that day. ESU 7 encourages staff to take advantage of the free continental breakfast, lunches and dinners at your hotel.

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$46	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

- D. If your lodging is for multiple nights, you will need to use the rate(s) listed below for meals on the first and last day of travel and you would still use the above rate(s) for lodging.
- E. Example: You have a meeting in Kearney on Tuesday, Wednesday and Thursday. You travel to Kearney on Monday to stay overnight for your Tuesday meeting. You will then use \$34.50 for your Monday and Thursday travel days for meals and you are allowed \$46 per day for Tuesday and Wednesday. Your total estimated meals for your TRA would be \$161.00.

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$46	\$34.50
\$51	\$38.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25