



## Brazos Valley Regional Advisory Council Travel and other Expense Reimbursement Policy

### “Quarters” Calculator

<b>"Quarters" calculator</b>		<b>Insert Name Here</b>					
Location and Date of Travel:							
<b>WEEK 1</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
12 am - 6 am							
6am - 12 pm							
12 pm - 6 pm							
6 pm - 12 am							
<b>WEEK 2</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
12 am - 6 am							
6am - 12 pm							
12 pm - 6 pm							
6 pm - 12 am							
		o = "sit-down" meal provided by the venue					
		x = 1 quarter					
<b>NOTES:</b>				Total number of quarters:		0	
<i>-Place one 'x' or 'o' in each box when gone for the majority of every 6 hour quarter away from the BVCOG offices. -Per diem is a formula of "quarters" taking maximum allowed per day divided by 4, beginning at midnight in 6 hour increments. -If a meal is provided, no per diem allowed.</i>				Total number of free meals:		0	
				Total number quarters minus free meals:		0	
				INSERT TOTAL DAILY "M&IE" RATE HERE:		\$0.00	
				Quarterly Rate = Daily Rate divided by 4:		\$0.00	
				<b>Total reimbursement for M &amp; IE:</b>		<b>\$0.00</b>	
		((# quarters minus free meals) x quarterly rate)					
Meals & Incidental Expenses (M&IE) rate must be obtained for your destination outside Texas from: <a href="http://www.gsa.gov">http://www.gsa.gov</a>							