

## TRAVEL SCHEDULE

January		February		March		April		May		June	
City	# of Days	City	# of Days	City	# of Days	City	# of Days	City	# of Days	City	# of Days

July		August		September		October		November		December	
City	# of Days	City	# of Days	City	# of Days	City	# of Days	City	# of Days	City	# of Days

If you choose NOT to complete the above TRAVEL SCHEDULE because you do not have the information, we will calculate the per diem using an averaging method, which is based on average days flown per month and months per year. Simply add up the number of domestic and international layovers, without regard to the actual cities.

**Total number of months flown:**

Domestic: \_\_\_\_\_

International: \_\_\_\_\_

**Average number of days flown per month:**

Domestic: \_\_\_\_\_

International: \_\_\_\_\_

If you have other travel related expenses, ( i.e. cab fares on layovers, foreign exchange currency fees/ losses, etc... ), list the total expenses incurred: \$

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