

Reference	Name	Description
1	Name	Traveler's first and last name
2	Travel Start Date	Date of the first day of travel
3	Travel End Date	Date of the last day of travel
4	Date	Date for which a meal is being claimed
5	Departure Time	If claiming an additional breakfast, time traveler departed for travel event
6	Arrival Time	If claiming an additional dinner, time traveler returned from travel event
7	Description	Type of meal claimed and location (e.g. "Full per diem - Syracuse")
8	Amount Claimed	Amount being claimed