

STUDENT TRAVEL – PER DIEM MEAL ALLOTMENT

Per DEE Regulation, breakfast, lunch, and dinner expenses should be reported separately and should not exceed the GSA meal allowance per person. To determine per diem rate per person, visit www.gsa.gov/perdiem.

EMPLOYEE NAME:		EMPLOYEE ID NUMBER:	ORG NUMBER:
TRAVEL DATE(S):	TRAVEL LOCATION: <i>(City/State)</i>	LINE CODE:	
TOTAL AMOUNT ADVANCED TO EMPLOYEE:		AMOUNT DISTRIBUTED TO EACH STUDENT:	

	STUDENT NAME	ID NUMBER	DATE	AMOUNT	STUDENT SIGNATURE
1					
2					
3					
4					
5					
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30					

I certify that funds have been distributed to each student listed, any undistributed funds will be returned immediately to Treasury, and all advanced funds will be reconciled within 20 days from the return date.

EMPLOYEE SIGNATURE: _____

DATE: _____