

## TRAVEL PER DIEM REIMBURSEMENT REQUEST

**EMPLOYEE NAME:** \_\_\_\_\_

**SITE:** \_\_\_\_\_ **EVENT LOCATION:** \_\_\_\_\_

**FIRST DAY OF TRAVEL:** \_\_\_\_\_ **LAST DAY OF TRAVEL:** \_\_\_\_\_

**PURPOSE OF TRAVEL:** \_\_\_\_\_

Were any meals included in your registration?  YES  NO

If yes, were any meals provided on your first day of travel? Check all that apply.

BREAKFAST  LUNCH  DINNER

Were any meals provided on any of your full conference days?  YES  NO

If yes, please input how many of each meal were provided below.

BREAKFAST \_\_\_\_\_ LUNCH \_\_\_\_\_ DINNER \_\_\_\_\_

Were any meals provided last day of travel?  YES  NO

If yes, check all that apply.

BREAKFAST  LUNCH  DINNER

**NOTE: A CONTINENTAL BREAKFAST INCLUDED IN YOUR REGISTRATION COUNTS AS A BREAKFAST MEAL.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PER DIEM RATES ARE BASED ON THE U.S. GENERAL SERVICES ADMINISTRATION TABLES. IF REGISTRATION INCLUDED MEALS THEN YOU WILL BE REIMBURSED FOR THE PER DIEM AMOUNT LESS THE AMOUNTS DESIGNATED FOR THE MEALS INCLUDED IN YOUR REGISTRATION.

I have attached documentation of the conference schedule. (REQUIRED)