

## NKSD PER DIEM WORKSHEET

Use this form for overnight travel

You are eligible for Per Diem when you perform official travel away from the district overnight. You are not required to turn in receipts for meals when you use this form. You ARE REQUIRED to turn in receipts for meals during day travel. Do not use the District Purchasing Cards for meal purchases. Do not include any meals that are provided at the conference or hotel.

DATE & TIME EVENT BEGINS:

DATE & TIME EVENT ENDS:

DATE & TIME OF DEPARTURE:

DATE & TIME OF RETURN:

|             |  |  |  |  |  |  |
|-------------|--|--|--|--|--|--|
| DATES:      |  |  |  |  |  |  |
| BREAKFAST   |  |  |  |  |  |  |
| LUNCH       |  |  |  |  |  |  |
| DINNER      |  |  |  |  |  |  |
| DAILY TOTAL |  |  |  |  |  |  |

Total Per Diem:

Per Diem Meal Rates as of 1/14/26:

Destination:

Per Diem Rate:

Breakfast

Lunch

Dinner

| LOCATION                                  | TOTAL | BREAKFAST | LUNCH | DINNER |
|-------------------------------------------|-------|-----------|-------|--------|
| SEATTLE/KING COUNTY                       | \$87  | \$23      | \$26  | \$38   |
| EVERETT/TACOMA/PASCO<br>VANCOUVER/SPOKANE | \$81  | \$22      | \$23  | \$36   |
| OLYMPIA                                   | \$75  | \$20      | \$22  | \$33   |
| STANDARD RATE                             | \$63  | \$16      | \$19  | \$28   |

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THIS IS A TRUE AND CORRECT CLAIM FOR NECESSARY AND ALLOWED EXPENSES INCURRED BY ME, AND THAT NO PAYMENT HAS BEEN RECEIVED BY ME ON ACCOUNT THEREOF.

Employee Name

GSA Domestic Rate Tables: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

*\*Please attach this worksheet to your overnight travel form*

FORM 6213-  
PERDIEM REV:  
01/14/2025