

Reef-Sunset Unified School District Per Diem Request Form

Employee Name: _____

Conference Information
 Name of Conference: _____
 Location: _____
 Account Code: _____
**Account code used on Approved Conference Request Form*

Approved Personal Vehicle Mileage (Please attach copy of Google Maps/Map Quest)
 Total Round Trip Miles: _____ @ _____ = Total _____
 (ex: .655)

Per Diem Meal(s) (Please attach copy of GSA meal per diem printout)
Per diem meal amounts are based on conference location and can be verified at gsa.gov. If substantial meals are provided with paid conference registration, exclude those meals.

Please review Per Diem Rate Request Form instructions to assist in determining which meals you can request.	Dates of Travel	Start/End Travel	Breakfast	Lunch	Dinner	Daily Total
Total						

Total Request Amount

- I certify that these are true expense, incurred or going to incur, for Reef-Sunset Unified School District (RSUSD). I have read and understand and will be in compliance with the per diem and all travel policies.

- I understand that this travel advance is for the activity listed above. I understand that all travel must be preapproved by RSUSD in order to be advanced or reimbursed for any travel I conduct on behalf of RSUSD.

- For travel advances only: I understand that if the conference is postponed or canceled, I must return the amount advanced to me for any requested meals or personal mileage. Returns must be made within 30 days of cancellation or postponement.

Employee Signature:

Date

I authorize the employee above for travel advancement for the amount requested.

Administrator Approval

Date