



Grand View School

Home of the Chargers

PER DIEM REQUEST

TO BE USED BY INDIVIDUALS CLAIMING PER DIEM FOR MEAL REIMBURSEMENT ONLY

DATE(S): _____

NUMBER OF DAY(S): 1/3 2/3 FULL DAY OTHER _____

NAME: _____

REASON FOR TRAVEL: _____

SPECIAL NOTES

Per diem is paid in one third day increments and receipts are not necessary. Per diem is based on your departure and arrival times (ie, if you depart for a conference at 4 pm then per diem claim on 1/3 would be appropriate for an evening meal). Per diem is also based on meals eaten during your absence from your home/school that is part of your travel or workshop attendance. do not list per diem for meals that are included in conference registration, as part of lodging rates, or when meals are part of vendor events or sponsor receptions. If your personal vehicle was used, and/or lodging was paid for by the staff member, use the travel expense report form for these items and for your per diem.

Employee signature

Administration signature