

Per Diem Request

Name: _____

Conference /Event: _____

DEPARTURE DATE: _____

RETURN DATE: _____

DEPARTURE TIME: _____

RETURN TIME: _____

**MEALS TO DEDUCT FROM
PER DIEM:**

Meals that are provided to you during the course of your travel by the conference, event, host, or hotel must be deducted from the per diem. Breakfast included in your nightly rate at the hotel must be deducted. Please indicate below the meal(s) by date that were provided for you for proper record keeping.

Date: _____

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner

Date: _____

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner

Date: _____

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner

Date: _____

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner

Date: _____

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner

Date: _____

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- ☐ Lunch
- ☐ Dinner

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- ☐ Lunch
- ☐ Dinner

Date: _____

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner

Date: _____

- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner

*Per diem deductions will be made at the University set rates.