TRAVEL PER DIEM REQUEST

FOLLOWING ARE THE CALCULATIONS FOR PER DIEM REQUESTS THAT ARE BEING SUBMITTED FOR PAYMENT. PLEASE SUBMIT YOUR REQUEST TO ACCOUNTS PAYABLE A MINIMUM OF 5 BUSINESS DAYS BEFORE THE DEPARTURE DATE IF THE TRAVELER IS TO RECEIVE THEIR CHECK PRIOR TO TRAVELING. THE CHECK WILL BE PROCESSED ON OUR NEXT CHECK RUN AND MAILED TO YOU

_____
Traveler

_____ _____
Destination Event

Departure: _____ _____
DATE TIME

Return: _____ _____
DATE TIME

DATE	AMOUNT		
	B-$13 ☐	L-$17 ☐	D-$25 ☐
	B-$13 ☐	L-$17 ☐	D-$25 ☐
	B-$13 ☐	L-$17 ☐	D-$25 ☐
	B-$13 ☐	L-$17 ☐	D-$25 ☐
	B-$13 ☐	L-$17 ☐	D-$25 ☐
	B-$13 ☐	L-$17 ☐	D-$25 ☐
	B-$13 ☐	L-$17 ☐	D-$25 ☐
	B-$13 ☐	L-$17 ☐	D-$25 ☐
	B-$13 ☐	L-$17 ☐	D-$25 ☐
	B-$13 ☐	L-$17 ☐	D-$25 ☐
	B-$13 ☐	L-$17 ☐	D-$25 ☐
	B-$13 ☐	L-$17 ☐	D-$25 ☐

Airport Ferry Ticket: $

TOTAL: $ _____ ACCOUNT: _____

Authorized Signature: _____ DATE: _____

Please Note:

Per diem is paid at the rate of $55 per day as follows: Breakfast if plane/ferry departs before 7 AM, Lunch if plane/ferry departs before noon, Dinner if plane/ferry departs before 5 PM or arrives after 6PM. Per diem is not paid for meals included in conference fees or for travel on the island. Students traveling on district activities are not provided per diem. It is agreed that per diem will be supplemented to you or reimbursed to the school if your travel plans change. You are not required to keep receipts for the meals covered by per diem. Mileage for use of personal vehicles on district business is reimbursed at the rate of 35 cents per mile.