

## Per Diem Request

Name: \_\_\_\_\_

Conference /Event: \_\_\_\_\_

Location: \_\_\_\_\_

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: \_\_\_\_\_

- Breakfast
- Lunch
- Dinner

Date: \_\_\_\_\_

- Breakfast
- Lunch
- Dinner

Date: \_\_\_\_\_

- Breakfast
- Lunch
- Dinner

Date: \_\_\_\_\_

- Breakfast
- Lunch
- Dinner

Date: \_\_\_\_\_

- Breakfast
- Lunch
- Dinner

Date: \_\_\_\_\_

- Breakfast
- Lunch
- Dinner

Date: \_\_\_\_\_

- Breakfast
- Lunch
- Dinner

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