

## Per Diem Form

University of San Diego Office of Accounts Payable

### 1. Traveler Information

Name:	Date:
Phone:	USD Email:

### 2. Per Diem Information

#	City & State of Travel	Date(s)	# Days Traveled	Total Per Diem Amount	Comments
1					
2					
3					
4					
5					
			<b>Total</b>		

### 3. Business Purpose and Trip Information

1	
2	
3	
4	
5	

### 4. Important Information & Instructions

Information and Instructions about Per Diem reimbursements:

- 1) Calculate Per Diem rates using the Per Diem Chart provided by the Office of Accounts Payable or visit [www.gsa.gov](http://www.gsa.gov) for more information
- 2) Per Diem can be claimed as a total per day or by specific meals & incidentals (see Per Diem Chart for more information)
- 3) The first and last day of travel are always calculated at 75% of the Per Diem allowable
- 4) Attach a copy of the Per Diem Chart along with this form to an Employee Expense Report or Payment Request Form (non-employee) and place the Total (listed above) within the funding details on the Employee Expense Report or Payment Request form (non-employees only). Indicate POETS information in the Funding section as well!**

### For Office of Accounts Payable Use Only

AP Reviewed and Approved:

Date:

### Date Stamp - Received

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