

# PGBS Per Diem Reimbursement Form

Reimbursement Type:      Paper Check      Direct Deposit

*Per diem is an allowance for meals, lodging, and incidental expenses only covering domestic and international travel.*

**No receipts are required.**

### Employee Information (Required)

<b>Employee Name:</b>	<b>Today's Date:</b>
<b>Department:</b>	<b>Fund:</b>

### Travel Details (Required)

<b>Conference/Event Name:</b>				
<b>Location</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>Country:</b> <small>(intl only)</small>
<b>Conference/ Event Start Date:</b>			<b>Conference/ Event End Date:</b>	
<b>Travel Date:</b>			<b>Return Date:</b>	

### Per Diem Lodging (Required)

Date(s) of Stay	Hotel Name	Hotel Location <small>(City, State, Zip Code &amp; Country)</small>

### Per Diem M&I Exceptions (Required)

**Did you receive any complimentary meals?**

Breakfast Provided.     Date(s) meal provided: 

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Lunch and/or Dinner Provided. *(University policy does not allow per diem on these days. Please request a reimbursement.)*

➤ *You must indicate if meals were provided to adjust your per diem rate accordingly.*

### Per Diem Lodging Exceptions (Optional)

If conference hotels or hotels around the conference venue exceed the per diem lodging rate, you can request a lodging exception.

*Lodging exceptions will be reviewed on a case-by-case basis and must be approved before being processed.*

Per Diem Lodging Exception Requested    Is this a conference-hosted hotel?     Yes  
 No (Please explain below)

**Per Diem Exception Explanation:**

Per Diem Lodging Rate (per night):

Lodging Rate Paid by Faculty (per night):

- *Faculty must provide a clear rationale for their hotel choices and why additional money should be given above the per diem rate.*
- *You must submit a payment receipt for your lodging expense if the lodging for your conference or event exceeds the daily per diem rate.*