



Travel Per Diem Request

Per diems are to be used for meals, lodging, and incidentals (tips). Please refer to the [U.S. General Services Administration](#) to find the acceptable per diem rates for the city you are visiting. **Be sure to print the paper that shows the rates.** Per diems do not require submission of receipts. Please fill out this form electronically.

Traveler Name: _____

Banner ID Number: _____

Budget to be charged (FOAP): _____
Fund Organization

Destination: _____

Business Purpose of Travel: _____

If Other, please explain: _____

Date of Departure: _____ Date of Return: _____

Number of Travel Days: _____ Number of Non-Travel Days: _____

**Travel day per diem is 75% of full per diem amount. Travel days are typically the first and last day of travel.*

Travel Day(s) Meals & Incidentals Per Day: _____

Travel Day(s) Meals & Incidentals Total: _____

Lodging Per Day: _____

Lodging Total: _____

Full Day(s) Meals & Incidentals Per Day: _____

Full Day(s) Meals & Incidentals Total: _____

TOTAL AMOUNT TO BE PAID: _____

Complete Address where check should be sent:

**We encourage all faculty, staff, students, and vendors to enroll in Direct Deposit.*

***Address must be in Banner for a check to be sent. Students, faculty, and staff can add addresses in [PioneerWeb](#) (personal information). Vendors must provide a [W-9](#).*

Traveler Signature: _____ Date: _____

Approval Signature: _____ Date: _____