

Liberty School District #362
ADVANCE PAYMENT REQUEST - Meal Per Diem

Employees may request advance payment for travel (meals) to a conference or extra-curricular competition with events on back-to-back days and a stay of at least one night. Requests must be submitted at least ten days prior to travel. Form must be filled out in its entirety, including employee signature. Attach a copy of the agenda or schedule.

Pay to _____

Address _____

Purpose and Location of Trip

Departure Date & Time _____

Return Date & Time _____

Amount requested cannot exceed daily per diem rates.

<https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables>

Date	Breakfast	Lunch	Dinner	Location

Total Per Diem:

I certify that I agree to comply with the Per Diem Advance procedures. I understand that any unauthorized expenditure of funds advanced to me may be considered misappropriation of public funds. I agree to pay back any funds to which I am not entitled.

Employee Signature _____

Title _____ Date _____

Supervisor Approval _____ Date _____

District Use Only: Check # _____ Date Issued: _____