



Travel Per Diem Request Form

Employee Name: _____

Date of Request: _____

Building: _____

Departure Date: _____

Return Date: _____

Activity Location _____

Name of Activity/Conference _____

Chanute Public Schools Meal per diem rates

The meal rate is the full daily amount for a single calendar day when that day is neither the first nor the last day of travel. The amount received on the first and last day of travel equals 75% of the daily total.

Daily Meal Rate

Full Day at Destination
\$55

Travel Rate

used for the day of arrival and the day returning
\$41.25

Using the amounts listed above, complete the chart below

- Travel Rate will always be used for the day of arrival and the day of leaving
- The Daily Meal rate will be used for any full days at the destination

	Number of Days	Rate Per Day	Total
First Day of Travel			
Full Day(s) at Destination			
Last Day of Travel			

Employee Signature

Date

Business Office Staff Signature

Date