



**SNOHOMISH
SCHOOL
DISTRICT**

1601 Avenue D, Snohomish, WA 98290-1799

Travel Per Diem Request Form

(Overnight Travel Only)

- Please enter dates of travel and meals requested for per diem.
- To receive per diem on first and last day of travel, you must be in travel status at least three hours beyond your normal work hours. (Example: If your regular start time is at 7:30 a.m., to receive breakfast per diem you must leave by 4:30 a.m.)
- **Submit form to Accounting at least five days prior to travel or upon completion of travel.**
RSC-Accounting@sno.wednet.edu or 360-563-7252

First & Last Name

Phone Number

Work Location

Purpose of Trip

*Trip Location
City, State*

*Trip Location
Zip Code*

Dates of Trip

Date								Total Meals	Total Amount
Breakfast \$18									
Lunch \$20									
Dinner \$36									
Grand Total									

****Do not enter any meals provided as part of a conference or other registration****

Check Delivery (if prior to travel): ☐ Pickup at RSC ☐ Bag Mail to Work Location

Check Number _____
(Accounting Use Only)

Employee Signature

Date

Supervisor Signature

Date

Certification: I hereby certify, under penalty of perjury, this is a true and accurate claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Budget Code: _____

****Travel per Diem requests prior to travel:** an email will be sent after the dates of the trip for confirmation of travel