



County Commissioners:

Keenan G. Ertel
Larry Don Suckla
James R. Lambert

Board of County Commissioners

109 West Main, Room 302

Cortez, CO 81321

(970) 565-8317

(970) 565-3420 Fax

MEMORANDUM

TO: ALL EMPLOYEES
FROM: ADMINISTRATION
SUBJECT: PER DIEM DECEMBER 15, 2014 - REVISED
DATE: 1/30/2015

Effective January 1, 2015 per diem will be issued for all meals taken during the course of travel or training. Do not use county credit cards for any meals during travel or training. You will not be required to save your receipts. Please use the attached form when requesting per diem.

Per diem will be issued as follows:

\$8.00 for breakfast
\$12.00 for lunch
\$20.00 for dinner
Not to exceed \$40.00 per day



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PER DIEM REQUEST

NAME: _____

DEPARTMENT: _____

DATES OF TRAVEL: _____

TRAVEL TO: _____

STATE BUSINESS PURPOSE: _____

CONFERENCE PROVIDES MEALS: YES _____ NO _____ - (if provided at conference, no per diem is allowed for those meals) Please indicate how many meals you are requesting by putting total dollars for each meal.

BREAKFAST: \$8.00 _____

LUNCH: \$12.00 _____

DINNER: \$20.00 _____

ALL DAY: \$40.00 _____

TOTAL DOLLAR AMOUNT REQUESTED FOR MEALS: \$ _____

Indicate whether you will need per diem prior to travel or after travel. If you are provided meals and you receive you per diem prior to traveling you will be required to return any unused per diem that you did not use because meals were provided.

PRIOR TO TRAVEL: YES _____ NO _____ AFTER TRAVEL: YES _____ NO _____

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____

Note: Please send your request to Administration at least 5 (five) working days in advance of travel if you are requesting prior to travel.

If you choose to request after travel, upon returning would you like your check in the normal County check run or within five days of turning in your request?

NORMAL CHECK RUN: YES _____ NO _____ FIVE DAYS AFTER RETURN : YES _____ NO _____