

**County Commissioners:**

Jim Candelaria
Kent Lindsay
Gerald Koppenhafer

Board of County Commissioners

109 West Main, Room 302
Cortez, CO 81321
(970) 565-8317
(970) 565-3420 Fax

PER DIEM REQUEST

EMPLOYEE NAME: _____

DEPARTMENT: _____

DATES OF TRAVEL: _____

TRAVEL TO: _____

STATE BUSINESS PURPOSE: _____

PLEASE USE WWW.GSA.GOV/TRAVEL.COM TO GET CURRENT GSA RATES FOR THE INFO BELOW

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: _____

LUNCH: _____

DINNER: _____

ALL DAY: _____

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 _____

Revised: 8/2/2023