|  |
| --- |
| **Per Diem Expense Report Template** |
|  |
| Employee Name:  |
| Department:  | Employee ID:  |
| Purpose of the trip:  | Expense Period:  |
|  |  |
| Date | Location | Notes | % Reimbursable | Lodging | M&IE | Total Per Diem |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Overall Total:** |  |