

Student Meal Per Diem Form

Submitted by: _____
 Campus: _____
 Event: _____
 Event Date(s): _____

**** BY SIGNING BELOW, I CERTIFY THAT I RECEIVED THE AMOUNT INDICATED IN CASH FROM WHICH I PAID FOR MY OWN MEALS.**

Students/Sponsors (print name)	Signature	Amount
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
11.		\$
12.		\$
13.		\$
14.		\$
15.		\$
16.		\$
17.		\$
18.		\$
19.		\$
20.		\$
TOTAL		\$

I certify that I have distributed meal allowance funds as shown above.

Employee Signature: _____

Date: _____

Student Meal Per Diem Form

Meal Advance Process

1. Requester will complete Travel Form or Event Form. This form should contain the following information:

- * Estimated number of students and sponsors
- * Meal(s) requested (breakfast, lunch, dinner)
- * Extended total amount (#students/sponsors x meal total/day)

2. Department or campus will enter Direct Pay request in Skyward.

3. Upon approval of Direct Pay, Event form or Travel Form will be submitted to A/P with the DP reference#. A roster is NOT required at the time of advance.

4. A Meal Per Diem Certification form will be provided with the advance check.

- * ***This is the only form that will be accepted by the Business Office***

Upon completion of event:

5a. If per diem is distributed, requester will submit the Meal Per Diem Certification Form to Accounts Payable.

- * Instructions for completing the Certification Form
 - * Requester will complete header information
 - * Each student and sponsor will print and sign their name and input \$ amount they received
 - * Requester will sign the distribution confirmation at the bottom of the form

5b. If group dining is used, a printed team roster and meal receipt will be submitted to Accounts Payable *in place of* the Meal Per Diem Certification Form.