



CLUB/ORGANIZATION PER DIEM APPROVAL FORM

Choose your club/organization and budget number:** _____
 **For the club/organization and budget number, here is a link to a list – [club/organization and budget numbers.](#)

Name of event: _____

City of travel: _____ Date per diem required: _____

Per diem rates for students approved at \$40 per day and OFM published rates for advisors (see attachment for per diem map). Student breakdown: \$8 for Breakfast, \$12 for Lunch, & \$20 for Dinner.

Any lower per diem rates need to be approved by travelers.

Any higher per diem rates will need additional administrator signatures (with the highest rate for students being equal to the OFM published rates for Spokane, WA). Please explain the need for higher rates in the space provided below.

Meal	# of meals	\$ per meal	Total
Breakfast			
Lunch			
Dinner			

Meal	# of meals	\$ per meal	Total
Breakfast			
Lunch			
Dinner			

Total amounts of per diem requested:

Total per advisor: _____ Total per student: _____

of advisors attending: _____ # of students attending: _____

Total advisor per diem: _____ Total student per diem: _____

Total requested per diem: _____

Justification for request for maximum allowable per diem rate (this section of the form only needs to be completed and signed if your club is asking for more than the normal student per diem rate).

 Director of Student Funded Programs

 Dean of Student Support Services