Request to Receive Less Than Per Diem (In-State)

Name   _____   Vendor #   _____

If you travel overnight within the state on official business and seek lodging, you must claim per diem as required by state law. The per diem covers lodging, meals, and tips. No receipts are required *(70265)*. The reimbursement rate will be $85 per day for travel that requires one overnight stay and $100 per day for travel that requires a stay of more than two nights.

> *For Example:*
> *If you leave on Monday and return Tuesday, your reimbursement would be $170 ($85 per day).*
> *If you leave on Monday and return on Wednesday, your reimbursement would be $300 ($100 per day).*

When an overnight stay is not included, the reimbursement rate for meals is:
• $12.75 for trips of 6-12hours
• $34 for trips over 12 hours in length.
Use account code 70285 for same day travel.

By signing this form you, the claimant, are acknowledging that you will be requesting less than per deim for the in-state travel submitted for reimbursement via a travel voucher to the Auburn University Montgomery Payables Department.

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Signature of Claimant   Date