COLORADO COLLEGE
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Federal or State Department Per Diem Page 1 of 2
Summary Travel Expense Log

No receipts required for Federal/State Dept. Per Diem.

Name: _____ Date: _____

NOTE: If lodging has been prepaid, please use only the Meals and Incidentals Per Diem on this form.

(One line per daily envelope or sheet)		Federal or State Dept. Per Diem Amount		*Example: Per Diem Meals $35.00 - Actual Pcard Meals $20 = Meals Amount Remaining $15*					
				(-) Actual P-Card Payments		(-) Actual Requistion Payments		(=) Amount Remaining	
Date	**City, State, Country**	**Lodging**	**Meals & Incidentals**	**Lodging**	**Meals & Incidentals**	**Lodging**	**Meals & Incidentals**	**Lodging**	**Meals & Incidentals**
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
		$	$	$	$	$	$	$	$
							Per Diem Remainder Totals	$	$

Fund	Organization	Account	Program	Activity	Amount

Remainder Lodging + Meals & Incidentals = $ _____

Cash Advance Taken $ _____

Due to CC $ _____

Due to Recipient $ _____

I certify that the per diem amounts charged are reasonable, correct and represent the per diem allocation amount and number of days I am authorized to take the Per Diem. This per diem is in conjunction with the performance of my duties as a representative of The Colorado College.

Signature _____

(person who took the advance)

I have reviewed the charges associated with this advance and to the best of my ability to determine so, I believe these charges to be reasonable, correct, and related college business.

Signature _____

(reviewer)

The State Department Per Diem changes each month and can be found at http://www.state.gov/m/a/als/prdm/

Additional Notes

Travel / Cash Advance Instructions

When you have completed your trip (or funds have been spent) please complete the Per Diem Form and return it to the Business Office. You are personally responsible for a cash advance until the report form is completed and turned in. **Absolutely NO travel / cash advances will be given until ALL prior advances are accounted for.**

Please remember than an account is not charged until the advance form is received by the Business Office. If you receive an advance during the fiscal year and do not report on it until the next fiscal year, the expenditures will impact the next year's budget, not the current year's budget.