

ALAMO COLLEGES STUDENT PER DIEM ACKNOWLEDGEMENT FORM

TRAVEL SPONSOR: _____

TITLE: _____

The following individuals are traveling as a group to _____ (destination) departing
on _____ (date) at _____ (time) and returning _____ (date) at
_____ (time.)

INSTRUCTIONS: Use this form as a roster to indicate individual traveling together with a sponsor, and as a receipt for meal allowances provided to each group member. In the space provided below, enter group member names and their relationship to Alamo Colleges. Ask group members to sign for receipt of amount provided. Recipient's signature, amount, and date certify that s/he received the stated amount for the purpose of purchasing meals. Attach additional copies of this form as needed.

NOTE: Meal expenses for each day cannot exceed the approved meal per diem rate. See "Official Functions" Procedures for non-overnight meals.

	TYPE OR PRINTED NAME	Role/Relationship (i.e. team player)	SIGNATURE	DATE SIGNED	TOTAL \$ RECEIVED
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
TOTAL:					\$ -

COMMENTS: _____