



Rachel Parker
Hill County Treasurer

Request for Per Diem

Date: _____

I hereby request funds in the amount of \$ _____ for meals at an Conference/Event to be attended on behalf of Hill County.

A COPY OF THE CONFERENCE/EVENT AGENDA MUST BE ATTACHED TO THIS FORM.

Conference/Event Name: _____ City: _____

Dates of Conference/Event: _____

Budget Line: _____

	<u>Amount</u>
Departure/Only Day Meals (\$50 x 75% = \$37.50)	\$ 37.50
___ Full Days (\$50 each)	\$ _____
Return Day/Last Day of Conference (\$50 x 75% = \$37.50)	\$ 37.50
 TOTAL FUNDS REQUESTED:	 \$ _____

Please make EFT payable to: _____

Department Head/or representative

Date

Rev. 1/25/16