



Rhonda Burkhart

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 (\$40 x 75% = \$30)	\$ 30.00
___ Full Days (\$40 each)	\$ _____
Return Day/Last Day of Conference (\$40 x 75% = \$30)	\$ 30.00
 TOTAL FUNDS REQUESTED:	 \$ _____

Please make check payable to: \_\_\_\_\_

\_\_\_\_\_  
Department Head/or representative

\_\_\_\_\_  
Date

Rev. 1/25/16