

PER DIEM STATEMENT

FOR

FOSTER CARE REVIEW BOARD

Please note that per diem and travel expenses are both reported on the same Travel Support Document. Travel expenses are defined as expenses incurred in serving as a Review Board member and are reimbursed to you. Per diem, however, is defined as a type of salary for serving on the Review Board and is not a reimbursement for any expenses. State employees who serve on a Review Board are not eligible to claim per diem, which is \$35.00 per day. This form is used for budgeting and auditing purposes, and a copy of this form must be on file before travel reimbursement requests can be processed for payment.

NAME _____ REVIEW BOARD _____

MAILING ADDRESS _____

CITY _____ ZIP CODE _____

TELEPHONE NUMBERS Home _____

Office _____

Cell _____

SOCIAL SECURITY NUMBER _____

EMAIL ADDRESS _____

STATE EMPLOYEE _____ Yes AGENCY _____
OR RETIRED STATE

_____ No

If not a State Employee, please check one of the following blanks:

_____ I DO NOT INTEND TO CLAIM PER DIEM

_____ I INTEND TO CLAIM PER DIEM

Signature