

Per Diem Expense Report Template

Employee Name: _____ Department: _____

Employee ID: _____ Expense Period _____

Purpose of the trip: _____

Date	Location	%Reimbursable	Lodging	M&E	Total Per Diem

Total:

Refer to the following examples when filling out the reimbursable percent.
Example: 1 for 100%, 0.05 for 5%, 0.10 for 10% etc.