

# Employee Field Assignment Per Diem Sheet

Employee Name

Enter full name

Employee ID

Enter ID

Department

Enter department

Assignment Location

Enter location

Assignment Dates

MM/DD/YYYY - MM/DD/YYYY

## Daily Per Diem Log

Date	Location	Breakfast	Lunch	Dinner	Lodging	Incidental	Total Per Diem	Notes
MMDD	City/Area							
MMDD	City/Area							
MMDD	City/Area							

Employee Signature

Sign or type name

Date

MM/DD/YYYY

Supervisor Approval

Sign or type name

Date

MM/DD/YYYY

## Important Notes

- Per diem rates must comply with company policy and applicable regulations.
- Receipts may be required for lodging or other expenses above standard per diem.
- This sheet must be signed and approved by the immediate supervisor.
- Submit the completed form in a timely manner after the assignment concludes.