

Per Diem Approval Workflow Checklist

Employee Name:

Employee ID:

Department:

Purpose of Travel:

Destination:

Travel Dates:

to _____

Approval Workflow Checklist

Step	Description	Responsible	Date	Status/Remarks
1	Per diem request submitted by employee	Employee	_____	_____
2	Supervisor reviews and approves request	Supervisor	_____	_____
3	HR verifies eligibility and rates	HR Department	_____	_____
4	Finance reviews budget availability	Finance	_____	_____
5	Final approval and notification	Approving Authority	_____	_____
6	Disbursement of per diem funds	Finance	_____	_____

Supporting Documents Checklist

- Travel Itinerary
- Event Invitation/Agenda
- Approved Leave/Travel Authorization Form
- Other relevant supporting documents

Important Notes

- Ensure all required approvals are obtained before travel commences.
- Incomplete submissions may delay the approval or disbursement process.
- Retain copies of all supporting documents for reconciliation and audit purposes.
- Per diem rates and policies are subject to organizational and regulatory guidelines.