

Per Diem Authorization Letter

Date: _____

Reference No: _____

To: _____

Department: _____

Subject: Authorization for Per Diem Allowance

This letter serves to formally authorize **Mr./Ms.** _____, holding the position of _____ in the _____ **Department**, to receive per diem allowances during the official travel from _____ to _____ on the dates _____ to _____.

The per diem allowance is to be provided in accordance with the company's policies and applicable regulations during the aforementioned travel for the purpose of _____.

The details are as follows:

- **Authorized Person:** _____
- **Travel Dates:** _____
- **Destination:** _____
- **Purpose of Travel:** _____
- **Per Diem Rate:** _____

Kindly ensure all required supporting documents are attached for record and reimbursement purposes.

Sincerely,

Authorized Signatory

Position: _____

Department: _____

Important Notes:

- Ensure that all details are accurate before issuing this letter.
- Per diem rates must comply with the company's official travel policy.
- Retain a copy of this letter and all supporting documents for audit purposes.
- This document must be approved by an authorized person before travel commences.
- Submission of this letter does not substitute for required expense reports or receipts.