

Per Diem Summary Report – Field Staff

Employee Name: _____
Employee ID: _____
Position: _____
Department: _____
Reporting Period: ____ / ____ / ____ to ____ / ____ / ____
Supervisor: _____

Per Diem Details

| Date | Location | Purpose of Visit | Per Diem Rate | No. of Days | Total Per Diem | Remarks |
|----------------|----------|------------------|---------------|-------------|----------------|---------|
| ____/____/____ | _____ | _____ | _____ | ____ | _____ | _____ |
| ____/____/____ | _____ | _____ | _____ | ____ | _____ | _____ |

Total Per Diem Claimed: _____

Employee Signature: _____
Date: ____ / ____ / ____

Supervisor Approval: _____
Date: ____ / ____ / ____

Important Notes

- All claimed per diem must comply with company policies and rates.
- Attach supporting documents for all claimed days (if required).
- Incomplete or inaccurate reports may delay processing or lead to rejection.
- Ensure supervisor approval before submission to the finance department.
- This report is for field staff who are required to travel for official duties.