

# Project-Based Per Diem Calculation Table

## Project Details

Project Name	Regional Infrastructure Upgrade
Location	Springfield Area
Project Duration	June 12, 2024 - July 24, 2024
Employee Name	Casey Morgan
Designation	Field Engineer

## Per Diem Calculation Table

Date	Destination City	Days Present	Per Diem Rate (\$)	Total Per Diem (\$)
June 12 - 18, 2024	Springfield	7	90	630
June 19 - 26, 2024	Pinewood	8	95	760
June 27 - July 03, 2024	Mapleton	7	88	616
July 04 - 18, 2024	Springfield	15	90	1350
July 19 - 24, 2024	Pinewood	6	95	570
Grand Total				3926

**Note:** Per diem rates are based on company policy and local regulations pertaining to each listed location.

## Important Notes:

- This document is used for the calculation and reimbursement of per diem allowances during the specified project period.
- Ensure dates, locations, and rates are verified before processing payment.
- Receipts for additional expenses outside per diem rates may be required as per company policy.
- Any changes in project schedule or location should be promptly reported for adjustment.
- This table should be reviewed and approved by the project supervisor prior to submission to Finance.