

# Per Diem Expense Report Template

Employee Name:

Department:

Purpose of the trip:

Employee ID:

Expense Period:

Date	Location	Notes	% Reimbursable	Lodging	M&IE	Total Per Diem

Refer to the following examples when filling out the reimbursable percent.  
Example: 1 for 100%, 0.05 for 5%, 0.10 for 10%, etc.

**Overall Total:** \_\_\_\_\_