Fremont County School District #1
863 Sweetwater Street
Lander, WY 82520

Per Diem Instruction Form

Listed below are the step by step instructions for completing the Per Diem Form, some of the categories will auto populate based on information inputted into the form. Please follow these instructions to ensure proper reimbursement. Please open the form in Excel; it does not work properly in Google Docs at this time.

Travelers Name: Type your name here

Destination: Please choose your destination from the drop down box (they are listed alphabetically by state), if your destination is not listed, please select "Other" at the end of the list, and input the city and state on the line below listed as "Other:"

Destination Category: Input the number you find listed after your destination (denoted with a *) (Other is always 1)

Name of Conference / Meeting: Type the Conference / Meeting Name

Departure Date: Type your departure date using the MM/DD/YYYY format

Return Date: Type your return date using the MM/DD/YYYY format

   (If one day trip enter same departure and return date)

Total number of days: auto populates

Meeting Dates: Type in the dates of your meeting

Are any meals provided by the conference or hotel? Please select Yes or No

   If Yes, input the # of meals in each appropriate box (Breakfast, Lunch, Dinner)

Name of Lodging: Type in lodging name

If you do not have a BMO card, will a District Card be needed for travel: Please select Yes or No

Will a District Vehicle be used for travel: Please select Yes or No

Budget Code: Type the budget code to be charged

Travel Date and M&IE: auto populates based on Destination Category and Departure and Return dates.

Print the Per Diem Form, sign it, have your supervisor sign it, attach your business agenda, and return to the Administration office at least 2 weeks prior to departure date.