



**County of Goochland  
Request for Employee Training,  
Professional Development  
And Per Diem**

**Department:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

**Request Type:** \_\_\_\_\_

**Dates Held:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Approximate Cost:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ACTION**

The above request is:  Approved  Denied

**Approver Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Remarks:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PER DIEM REQUEST**

Please submit this completed per diem request with the signed Travel Approval at least 14 work days prior to your planned departure date.

Approver Signature for per diem: \_\_\_\_\_

Date: \_\_\_\_\_

**REMEMBER:**

1. A conference schedule MUST be submitted with this request.
2. The per diem is for meals that are not included as a part of the conference/event registration. If you choose to eat elsewhere you are eating "on your own".
3. No receipts are necessary for meals.
4. Be sure to keep receipts for other reimbursable expenses other than meals and submit a travel reimbursement within 30 days of your return date.
5. Do not use a County credit card to pay for a meal included in the per diem. You can only collect for meals one time.
6. Meal and incidental expenses (meal tax and meal tips) while traveling are provided through per diem rates. The amount of per diem depends on the time period of travel:
  - a. Full Days of Travel: For full days of travel, the per diem rate is \$54/day
  - b. Partial Days of Travel: For partial days of travel, per diem rates are:
    - i. Morning (generally from 6:00 – 10:00 AM)..... \$11
    - ii. Mid-Day (generally, from 11:00 AM – 2:00 PM)..... \$16
    - iii. Evening (generally, from 5:00 PM – 9:00 PM)..... \$27

**PER DIEM REQUEST**

Date	Breakfast	Lunch	Dinner	TOTAL
			<b>TOTAL DUE</b>	

BUDGET CODE \_\_\_\_\_

Employee Signature: Understanding & Agreement with Travel Policy  
 Date: \_\_\_\_\_