



Harris County Emergency Corps
2800 Aldine Bender Road
Houston, TX 77032
281-449-3131



Per Diem Request Form

Per Policy 1402 - Travel Per Diems

Employees traveling on approved HCEC business are eligible for a Per Diem of \$70 per day of travel to cover meal and miscellaneous expenses. If an employee opts to take a Per Diem, the employee shall not submit for reimbursement any meal expenses, nor charge meals to an HCEC credit card without authorization from a Department Head, or the President.

Today's Date:

Employee Name:

(1 form per employee)

Employee's Department:

of Per Diem Days Requested:

Event Information:

(Conference, Trip info or Event Name)

Dates of the Event:

***Supporting documentation in the form of travel itinerary and/or conference confirmation is required at the time of submission via email to ap@hcec.com.**

Accounts Payable checks are issued only on payroll weeks.

Supervisor Signature:

Date: