



Rachel Parker
Hill County Treasurer

Request for Per Diem

Date: _____

I hereby request funds in the amount of \$ _____ for meals at a Conference/Event to be attended on behalf of Hill County.

A COPY OF THE CONFERENCE/EVENT AGENDA MUST BE ATTACHED TO THIS FORM.

Conference/Event Name: _____ City: _____

Dates of Conference/Event: _____

Budget Line: _____

If your event provides you with a meal for the day, or your hotel provides the meal, it will be deducted from your daily rates.

- Breakfast: \$18
- Lunch: \$20
- Dinner: \$36

In the event you are unable to consume the furnished meals due to dietary preferences and/or religious beliefs – you are welcome to request payment for those meals, with proof that the event/host is unable to accommodate the request. We will have to go to Commissioners Court for approval of those meals that they are unable to provide. Please allow time for Court if you need this option.

	<u>Amount</u>
Departure Day Only / Meals (\$74 x 75% = \$55.50)	\$ _____
___ Full Days (\$74 each)	\$ _____
Return Day /Last Day of Conference (\$74 x 75% = \$55.50)	\$ _____
TOTAL FUNDS REQUESTED:	\$ _____

Please make EFT payable to: _____

Department Head/or representative

Date

Please remit form to AP@CO.HILL.TX.US

Adopted in Commissioners Court 2.13.2024

254-582-4050