



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: \_\_\_\_\_

	<u>Amount</u>
Departure Day Only / Meals (\$68.00 x 75% = \$51.00)	\$ _____
___ Full Days (\$68.00 each)	\$ _____
Return Day /Last Day of Conference (\$68.00 x 75% = \$51.00)	\$ _____
<b>TOTAL FUNDS REQUESTED:</b>	<b>\$ _____</b>

In the event of non-attendance (for any reason), the per diem must be returned to the Hill County Treasurer's Office within 5 days of the event. Failure to comply will result in the amount being deducted from your next paycheck.

Please make EFT payable to: \_\_\_\_\_

\_\_\_\_\_  
Department Head/or representative

\_\_\_\_\_  
Date

Please remit form to [AP@CO.HILL.TX.US](mailto:AP@CO.HILL.TX.US) Adopted in Commissioners Court 8.27.2024  
Effective 10.1.2024