

Per Diem Guideline  
Certification

**THIS FORM MUST ACCOMPANY ANY REQUEST FOR REIMBURSEMENT  
FOR FOOD ITEMS USING INSTITUTIONAL FUNDS.**

As per *Board of Regency Policy section 19.8.4*,  
“food purchased for a group event should include a flyer, email, agenda, or other  
documentation substantiating that the event was an official event. Food purchased at a  
restaurant or on a per person basis should include a list of participants.

*In the event that an employee expends funds in excess of the authorized per diem  
contained in BPM Section 4.3, then the amount spent in excess should be reimbursed by  
the employee making that expenditure.*

*While the per diem limits also apply to group events where food is purchased on a group  
basis (pizza parties, etc.), institutions are not required to document the actual numbers or  
names of participants. However, institutions should require employees expending  
institutional funds for those events to certify that the appropriate per diem limits were  
followed.”*

I do hereby certify that the above policy was read and that the appropriate per diem limits  
were followed in the purchasing of food and/or refreshments for the following event:

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Event name and date

*Please choose one*

I have attached a list of participants along with a flyer, email, agenda, or  
other documentation substantiating that the event was an official event.  
Reimbursement of food items purchased on a per person basis did not exceed per  
diem limits as per *BPM Section 4.3*.

OR

I have attached a flyer, email, agenda, or other documentation  
substantiating that the event was an official event. I certify that while  
food/refreshments were not purchased on a per person basis, reimbursement of food  
items did not exceed per diem limits as per *BPM Section 4.3*.

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Signature

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Date