

YADKIN VALLEY ECONOMIC DEVELOPMENT DISTRICT, INC.
P. O. BOX 309, BOONVILLE, NC 27011

INSTRUCTION:
DATE:

#ED 0 (4), CH. 5
FEBRUARY 2009

OUT OF AREA SUBSISTENCE (PER DIEM)

PROGRAM	ATTACH:	
PROJECT	FUNDING SOURCE APPROVAL	
PURPOSE	NOTICE/COSTS IDENTIFIED	
LOCATION	AGENDA	
SPONSOR	MAIL DIRECTLY TO SPONSOR GIVEN ON ATTACHMENT	
REGISTRATION FEE \$	NUMBER OF QUARTER DAYS:	
MEALS PROVIDED	DATES:	A.M./P.M.
OTHER NOTES		A.M./P.M.
ADVANCE	RECONCILIATION OF ADVANCED FUNDS	ACTUAL (ATTACH RECEIPTS FOR REIMBURSEMENT)

DATE	TRAVEL (SHOW EACH CITY VISITED)		TRANSPORTATION			PER DIEM SUBSISTENCE			OTHER EXPENSES	
	FROM	TO	(1) MODE	DAILY PRIVATE CAR MILEAGE	AMOUNT	(2) TYPE	AMOUNT	(3) DAILY TOTALS	EXPLANATION	AMOUNT
			P		\$	B	\$	\$		\$
			A		\$	L	\$	\$		\$
			O		\$	D	\$	\$		\$
			R		\$	G	\$	\$		\$
			P		\$	B	\$	\$		\$
			A		\$	L	\$	\$		\$
			O		\$	D	\$	\$		\$
			R		\$	G	\$	\$		\$
			P		\$	B	\$	\$		\$
			A		\$	L	\$	\$		\$
			O		\$	D	\$	\$		\$
			R		\$	G	\$	\$		\$
			P		\$	B	\$	\$		\$
			A		\$	L	\$	\$		\$
			O		\$	D	\$	\$		\$
			R		\$	G	\$	\$		\$

			P		\$	B	\$	\$		\$	
			A		\$	L	\$	\$		\$	
			O		\$	D	\$	\$		\$	
			R		\$	G	\$	\$		\$	
			P		\$	B	\$	\$		\$	
			A		\$	L	\$	\$		\$	
			O		\$	D	\$	\$		\$	
			R		\$	G	\$	\$		\$	
					TOTAL TRANSP \$				TOTAL SUBS. \$	TOTAL OTHER EXPENSES \$	

TOTAL AMOUNT ADVANCED: \$

- (1) **MODE OF TRAVEL: P - PRIVATE OWNED CAR, A - AIR, O - OTHER, RAIL, OR BUS, R - RENTAL CAR**
- (2) **TYPE OF SUBSISTENCE: B - BREAKFAST, L - LUNCH, D - DINNER, H - HOTEL, G - GRATUITIES**

THE ABOVE EXPENSES WILL BE/WERE INCURRED FOR THE PROGRAM/PROJECT INDICATED ABOVE AND NO OTHER REIMBURSEMENT HAS BEEN OR WILL BE RECEIVED. RECEIPTS FOR ALL EXPENSES WILL BE SUBMITTED PROMPTLY UPON MY RETURN TO THIS AREA. Line Item Code: _____

SUBMITTED BY: SIGNATURE/DATE:	POSITION:
APPROVED BY: PROGRAM DIRECTOR/DATE:	EXECUTIVE DIRECTOR/DATE:

RECONCILIATION			
ITEM	AMOUNT RECEIVED	AMOUNT SPENT	RETURNED BALANCE
PER DIEM	\$	\$	\$
REGISTRATION	\$	\$	\$
AIR TRAVEL	\$	\$	\$
CAB TRAVEL	\$	\$	\$
SEDAN TRAVEL	\$	\$	\$
OTHER	\$	\$	\$
TOTALS	\$	\$	\$
RECONCILED BY: ACCOUNTING DEPARTMENT/DATE			