

**NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL-
STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE
Per Diem Form and Travel Voucher
(Revised 6-08)**

Per Diem:

You should apply for an honorarium only when your employer does not reimburse you for your wages on the day of the Council/Commission meeting. The Council/Commission's policy is to reimburse members for the day of the meeting only. If you wish to claim per diem for your day's attendance at the Council/Commission meeting, please follow these instructions:

- Enter your name and mailing address.
- In the "Description of Item or Services" section, the blank marked (Location) enter the name of the City where the meeting was held and the dates of the meeting.
- In the blank marked (quantity) enter the number of days of the meeting. (The Honorarium rate is \$62.50 per day).
- Sign and date the form and return it to the Director of the North Dakota Workforce Development Council for processing.

TRAVEL EXPENSES:

If you have traveled from a community outside of the meeting site location and are not a state employee or an employee of one of the mandatory one-stop system partners, you should complete the **Non-Employee Travel Reimbursement** form. **Travel reimbursement requests should be submitted within seven working days of the meeting.** Please follow these instructions:

- Complete the following boxes:
 - Name
 - Date Submitted
 - Mailing Address
 - City
 - State
 - Zip Code
 - Name of Board, Council or Commission
 - Meeting Date
 - Travel Time:
 - Date of Departure From Home and Time
 - Date of Return to Home and Time
- Lodging: Enter the amount of your hotel/motel room and tax expense. **Attach a copy of your room receipt to the travel voucher.**
- Automobile Mileage (Round Trip): enter your round trip mileage from your home to the meeting location.
- Meals – Enter the number of meals covered under the travel. *The Council will normally provide the lunch meal on the day of the meeting; you will not be reimbursed for this meal on your voucher.
- Sign the form and send it to the North Dakota Department of Commerce Workforce Development Division for processing.

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