



**INTERPLAST AUSTRALIA & NEW ZEALAND
Per-Diem Request Form**

Please fill out your details below so your per-diem can be processed:
(This form needs to be completed and returned no later than two weeks prior to departure)

Payment Due Date: _____ **Office Use Only**

Full Name: _____

Program Activity: _____

Travel Dates: _____

Program Code (office use): _____

Date of Departure	Date of Return	Total Number of Days	Per-Diem Amount Per Day	Total Amount Requested for Program

Account Name: _____

Bank: _____

Branch: _____

BSB Number: _____

Account Number: _____

Signature: _____

Date: _____

Date: _____	Office Use Only
Requested: _____	Sign: _____
Approved: _____	Sign: _____
MYOB Entered: _____	

- By signing this form, you acknowledge that you will be receiving a daily per-diem allowance in advance of your travel to cover all meals and incidentals for the duration of the program.
- If, for your activity, any meals are included into accommodation or conference costs, this will be reflected in your per-diem rate.
- Payment for your accommodation, wherever possible, will be organised in advance by Interplast.
- Where this is not possible, payment will be organised in addition to your per-diem.
- If for any reason you return earlier than expected or your visit is cancelled, you agree to return the equivalent per-diem amount to Interplast.

If you feel you have not expended your per-diem and would like to donate any remaining funds back to Interplast, this can be treated as a tax-deductible donation.