

## Waiver of Per Diem for In-State Travel

The following statement should be typed on the In-State Travel Form for any travel for which the employee is being reimbursed less than the total amount allowed:

I VOLUNTARILY DECLINE THE ALLOWABLE REIMBURSEMENT TOTALING \$ \_\_\_\_\_  
AND ACCEPT THE LESSER AMOUNT OF \$ \_\_\_\_\_ .

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)