

## Less Than Per Diem Exception Request Form



**Harvard** John A. Paulson  
**School of Engineering**  
and Applied Sciences

To request an exception for a per diem rate below the federal rate, complete this form and submit it to the Director of Faculty Support and Administration for review prior to travel.

### Reimburse Information

Name of Traveler(s)	
Supporting Faculty Member	
Contact Email	
Are labs other than your own expected to be traveling to this destination	<b>Yes</b> <b>No</b>

### Travel Details

Destination (City and Country)	
Dates of Travel	From To
Business Purpose of Travel	

### Funding and Requested Per Diem Rate

Funding Source (Grant/Department Account)	
Federal Per Diem Rate for Destination	
Requested Per Diem Rate	
Estimated Total Amount at Requested Rate	

### Justification for Lower Per Diem Rate

Please explain the calculation method and rationale for requesting a lower per diem rate. Include local cost data, historical expenses, or other relevant documentation:

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### Approval and Supporting Documentation

Pre-Approval Authority	Director of Faculty Support and Administration
Name	
Signature	
Date	