

Talent for Central Texas
CLAIM FOR LODGING AND/OR PER DIEM

This claim is submitted for lodging and/or per diem expenses authorized for TALENT and incurred as the result of travel to a distant training provider. If applicable, lodging receipts must be attached. Reimbursement may not exceed limits set by TALENT policy.

(Customer's Name)

(Social Security Number)

(Customer's Address)

(Phone Number)

FOR: (Check applicable) Lodging ☐ Per Diem ☐

Name of Training Provider: _____

DETAILED SUMMARY OF TRAVEL EXPENSES

Date	Departure Time	Return Time	EXPENSE CATEGORY	Expense Claimed
			Lodging	\$
			Meals	\$
			Total	\$
			Lodging	\$
			Meals	\$
			Total	\$
Total Hotels and Per Diem				\$

I certify that the information given by me on this claim is correct to the best of my knowledge.

(Customer Signature)

(Date)

(Case Manager Signature)

(Date)

Approved ☐ Disapproved ☐

(Center Administrator Signature)

(Date)

TALENT 001 (10-08)