**Per Diem Exception Form**

To be used if the per diem rate requested is lower than the standard published per diem rate for KUCR (“lower than” includes zero per diem). This policy applies to all funds held at KUCR. Please use the checkbox to select the category below that best describes the person/people for whom this reduced per diem rate is being requested, provide an adequate justification, and obtain signatures as necessary. Please contact [rgsaccounting@ku.edu](mailto:rgsaccounting@ku.edu) if you have questions regarding blanket or repeat use per diem exceptions. Please see complete policy at: <http://research.ku.edu/travel_policies>

**Principal Investigators** (reduced rate is requested for the PI)

PI **must sign and date below**, agreeing with the statement:

***I knowingly and willingly request less than the standard published per diem rates for the benefit of the project or other KUCR funding source specified.***

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PI Signature / Print Name Date

**Other Personnel** (reduced rate is requested for personnel other than the PI) Under normal conditions, a PI should not request that other persons who are traveling on sponsored project funding or other KUCR funding managed by the PI (such as F&A accounts), accept lower than standard published per diem rates. All personnel who will be traveling **must sign and date below**, agreeing to the statement:

***I am aware that I can request the standard published per diem rates, and I am willingly and voluntarily requesting a lower per diem rate.***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Traveler Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(print name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Traveler Signature Date

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(print name)

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Traveler Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(print name)

Please mark here if personnel traveling on the lower rate is To Be Named at time of award.

Justification: Click here to enter text.