



SA Per Diem Request process

If you wish to provide per diem to a student-athlete for either team travel or a vacation period in which they are required to remain on-campus for practice or competition, please contact the compliance office in order to review and approve. There are two options for disbursement of per diem from GTAA to student-athletes for the 2023-2024 academic year. The options are:

1. through campus via the Bursar's Office; or
2. through the GTAA Business Office.

Please submit documentation to the compliance office including the individuals who will receive the per diem and the amount for approval. Once approved, the compliance office will then ensure that either the Bursar's Office or the Business Office is aware of the approval and able to proceed with the disbursement.

Should providing per diem via cash directly to SA's be preferred or necessary, please use the attached document to for disbursement. Each individual receiving per diem via this option will need to sign the attached form, which then must be turned in after completion to the Business Office and the Compliance Office.

GTAA Team Travel Meal Roster

SPORT _____

EVENT _____

MARK ONE OF THE OPTIONS BELOW:

Unlimited Meals/No Per Diem (Entire Trip)

Per Diem/Team Meals Combo (4 per day)

BELOW MARK AN "X" WHEN A TEAM MEAL IS PROVIDED OR PLACE THE DOLLAR FIGURE FOR CASH DISBURSEMENT FOR EACH MEAL.

Meal	DATE(S)											
Breakfast (\$7)												
Lunch (\$10)												
Dinner (\$15)												
Pre-Game Meal												
or												
Post-Game Meal												
or												
Return to Campus \$												
Total Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	Name	Title	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

GTAA Team Travel Meal Roster

SPORT _____

EVENT _____

MARK ONE OF THE OPTIONS BELOW:

Unlimited Meals/No Per Diem (Entire Trip)

Per Diem/Team Meals Combo (4 per day)

BELOW MARK AN "X" WHEN A TEAM MEAL IS PROVIDED OR PLACE THE DOLLAR FIGURE FOR CASH DISBURSEMENT FOR EACH MEAL.

Meal	DATE(S)											
Breakfast (\$7)												
Lunch (\$10)												
Dinner (\$15)												
Pre-Game Meal												
or												
Post-Game Meal												
or												
Return to Campus \$												
Total Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	Name	Title	Signature
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			