



Per Diem And Fee Information Sheet

PAYEE NAME: _____

ADDRESS: _____

INDIVIDUAL - Social Security Number: _____ U.S. Citizen Yes No

IS THIS INDIVIDUAL A GEORGIA PERIMETER COLLEGE EMPLOYEE? _____ Yes No

If yes, the individual is not eligible for per diem. Contact Human Resources for payment instructions.

Is this individual receiving monthly benefits from the Teachers Retirement System? Yes No Effective Date _____

COMPANY - Federal Employer Identification Number: _____

Fee for Services Rendered: \$ _____

Reimbursable Expenses: \$ _____
(Travel Expense Statement and Receipts Required)

Total Amount to Be Paid: \$ _____

TYPE OF SERVICE:

Architect (751101) _____ Visiting Lecturer (751108) _____

Consultant (751103) _____ Information Technology (751109) _____

Prospective Employee Travel (752100) _____ Interpreters (751106) _____

Engineer (751108) _____ Other (751110) _____

Date(s) of Service: _____

Description of Service: _____

Signature of Payee: _____

I agree that the above stated fees are correct and I understand that Georgia Perimeter College will not be withholding any taxes. All tax liability rests with the payee.

Approval for Payment: _____

(BUDGET MANAGER SIGNATURE)

Department to be Charged: _____