

ADVANCE PER DIEM AGREEMENT

DATE: _____

Guam Community College
Business Office

RE: Advanced Per Diem

PO# _____

By signing below, I agree that I have received advanced per diem and I will be attending the conference/seminar that was requested in my Travel Authorization. In the event that I am unable to attend ***all or any part*** of the conference, seminar or requirements of this trip, I will notify GCC Business Office immediately. The Business Office will calculate the payback of the advance per diem due to GCC. I agree that the advance per diem payback will be deducted from my next paycheck. If the paycheck is insufficient to cover funds advanced, I agree that GCC has the right to deduct from subsequent paychecks until the amount is refunded in full.

Signature
Print Name:
Title: