

**ADV. PER DIEM AGREEMENT & ACKNOWLEDGEMENT OF PL 31-117**

DATE: \_\_\_\_\_

Guam Community College  
Business Office

RE: Advanced Per Diem PO \_\_\_\_\_  
and acknowledgement of PL 31-117

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.

"With the passage of Public Law 31-117 "Medical Referral Mileage Bank Account", I hereby acknowledge its applicability to the college and to my travel PRIOR to travel. I acknowledge that the College is currently reviewing the proposed process and will update all employees when completed.

\_\_\_\_\_  
Signature  
Print Name  
Date

"GCC is an equal opportunity provider and employer."