**MEMORANDUM**

TO: [Faculty Member Name, Title]

FROM: Dora Tseng, Program Director

DATE: [Current Date]

SUBJECT: Reimbursement via Per Diem for Food

As a Lerner College faculty member, you are entitled to food per diem during the teaching term [DATE] through [DATE] .

As such, you are entitled to the amount of Food Per Diem reimbursement as follows:

|  |  |
| --- | --- |
|  | ***Individual*** |
| Amount per month (RMB): | 1,500 RMB  |
| Number of months teaching: |  |
| ***TOTAL:*** |  |

Please sign below to indicate your acceptance of this per diem reimbursement upon your return from teaching in China.

Please direct any questions regarding this process to Dora Tseng (dorat@udel.edu) or Maria Poole (mpoole@udel.edu).

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[Faculty Member Name, Title] [Date]