

MEMORANDUM

TO: [Faculty Member Name, Title]
FROM: Dora Tseng, Program Manger
DATE: [Current Date]
SUBJECT: Reimbursement via Per Diem for Housing

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

It has been determined that you are traveling as:

_____ Individual Faculty --OR-- _____ Faculty with Family

As such, you are entitled to the amount of Housing Per Diem reimbursement as follow:

	<i>Individual</i>	<i>Family</i>
Amount per week (RMB):	1,000 RMB (~\$	1,250 RMB
Number of weeks teaching:		
TOTAL:		

Please sign below to indicate your acceptance of this housing 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).

[Faculty Member Name, Title]

[Date]