



# St. Mary's International School

---

Conference Allocation Per Diem For  
Teachers Who Are Representing the School

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Per Diem: @ ¥ 7,500 x \_\_\_\_\_ Days = \_\_\_\_\_ ¥

The per diem is given for the actual length of the session plus arrival and departure days. This amount covers all other expenses, such as meals and airport transfers.

Authorized by Building Principal

\_\_\_\_\_

Received Amount: ¥ \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_