

Appendix D3

Per Diem requisition form (sample)



New York City Rent Guidelines Board

1 Centre Street, Suite 2210 • New York, NY 10007 • (212) 669-7480
 Fax: (212) 669-7488 • Web: nyc.gov/rgb

Chair
David Reiss

Executive Director
Andrew McLaughlin

RENT GUIDELINES BOARD PER DIEM PAYMENT REQUISITION (for performance of RGB activities)

FOR: _____

PERIOD COVERED: / / TO / /

| | |
|--------------------|--|
| Chairperson | |
| Member | |

| DATE | DURATION | LOCATION | ACTIVITY |
|------|----------|----------|----------|
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|--------------------------------------|--|
| Total official meeting/hearing days: | |
| Total hours on other days: | |
| Number of Diem Payments Requested: | |

- Date = Date the chairperson/member performed the RGB activity.
- Duration = Length of time the chairperson/member performed the RGB activity.
- Location = Place the chairperson/member performed the RGB activity (RGB office, other office, home, etc.)
- Activity = Type of RGB activity (e.g. - official meetings, informal meetings, research, telephone calls, etc.).
 For telephone calls, name of other participant must be listed.

CERTIFICATION:

I certify that all information set forth in this requisition is true, correct and complete and that all the activities described herein for which payment has been requested have been performed in pursuit of the business and operation of the New York City Rent Guidelines Board ("RGB") and in compliance with the requirements of the Rent Stabilization Law and the contract between the RGB and the New York City Department of Housing Preservation and Development. Falsification of any statement made herein is an offense punishable by a fine or imprisonment or both (New York City Administrative Code Section 10-154).

 Signature of chairperson/member Date

HPD USE ONLY - DO NOT ENTER DATA IN THIS BOX

| | | |
|------------------------|--|--|
| Total hours approved: | | |
| Total amount approved: | | |
| Approved by: | | |

 HPD Representative Title Date