



PER DIEM CERTIFICATION AND PER DIEM POLICY

MUST BE COMPLETED, SIGNED AND RETURNED BEFORE EMPLOYMENT.

Name: _____ Social Security Number: _____

Global Contract Professionals Global Employment Solutions Global Technical Services

Have you ever contracted for this client before? Yes No

If yes, give contract company and dates. Company _____ Dates _____

I certify that my permanent residence is located at: ADDRESS: _____

**IF THIS FORM IS NOT COMPLETE
 WITH BOTH ADDRESSES AND SIGNED,
 GCP WILL ASSUME THAT YOU DO
 NOT QUALIFY FOR PER DIEM PAY**

CITY: _____

STATE: _____ ZIP: _____

NOTE: This permanent Residence address used above must be used on your W-4 and other paperwork.

- I certify that I own ___ rent ___ this residence, and at the time I was recruited for this assignment was living at this residence and that I am the person Financially responsible for such ownership or lease.
- I further certify that I will continue to pay the full costs of ownership or lease of my permanent residence for the duration of this assignment, that I am NOT renting, subleasing, or otherwise offsetting the costs of owning or renting the above residence.
- I certify that my temporary residence is located at: ADDRESS: _____
MUST BE DIFFERENT FROM ABOVE ADDRESS CITY: _____
 STATE: _____ ZIP: _____
- I certify that I am incurring costs in connection with my temporary residence that duplicate a portion (if not all) of the expenses associated with my permanent residence. I will immediately notify Global Family of Companies, Inc. if either of these above addresses change.
- I understand I may be eligible to receive per diem living allowances while I maintain residence beyond a 50 mile radius of my permanent residence, and per diem will immediately cease if, at any time the statements in this certification change.
- I agree to submit any proof in the form of deeds, mortgages, leases, utility bills, etc. from my permanent residence as well as agree to submit updated per diem information if requested anytime during my employment with Global Family of Companies, Inc.
- I further agree, that in the event that I become ineligible to receive per diem, but fail to notify Global Family of Companies, Inc. that any and all money which may be owed to me by Global Family of Companies, Inc. shall be applied toward the reimbursement of such per diem. Accordingly, in such event I hereby expressly authorize and direct Global Family of Companies, Inc. to withhold all such moneys from my pay in full or partial reimbursement of such per diem paid to me during the period of ineligibility.
- If I am determined to be eligible to receive per diem, I understand payments that continue longer than twelve (12) months at the same contract location, may incur taxability.
- I understand that if the Per Diem received should be greater than my actual expenses incurred, that any excess Per Diem should be returned to Global Family of Companies, Inc., or may become taxable upon review by Federal or State Tax Authorities.
- I have carefully read and completed this per diem certification. I certify that all statements contained in it are true and accurate and I fully understand and agree to be bound by its terms.

 Signature

 Date