



Action Memo #2

TO: ALL VIDE Program Managers
FROM: María Meléndez-Tirado *mmtd*
Federal Grants Director
DATE: August 4, 2015
SUBJECT: Per Diem(s) Policy

This action memo is intended to reinforce the importance of processing per diem(s) in a timely manner. Effectively immediately, the per diem(s) policy must be enforced. An individual cannot commence working until a per diem has been fully executed. Please note that **non-compliance will result in non-payment.**

If you have any questions or concerns, please do not hesitate to contact the Office of Federal Grants at extensions 8021, 8034, 8044, 8083 or 8149 for assistance.

Thank you in advance for your cooperation.