

# TRAVEL EXPENSE FORM – MEALS

This form needs to be returned to the BUSINESS OFFICE immediately upon your return. Any funds not spent are to be returned with this form.

SCHOOL AND ORGANIZATION \_\_\_\_\_

ACTIVITY AND DATE \_\_\_\_\_

SPONSOR IN CHARGE OF FUNDS \_\_\_\_\_

FUNDS REQUESTED ..... \$ \_\_\_\_\_

FUNDS SPENT ..... \$ \_\_\_\_\_

FUNDS TURNED BACK IN ..... \$ \_\_\_\_\_

(If authorized expenses exceeded funds advanced, request that amount on another voucher.)

All individuals attending the above listed activity must sign in the appropriate area below.

<u>STUDENTS</u>		<u>TEACHERS</u>
1 _____	13 _____	_____
2 _____	14 _____	_____
3 _____	15 _____	<u>BUS DRIVERS</u>
4 _____	16 _____	_____
5 _____	17 _____	_____
6 _____	18 _____	_____
7 _____	19 _____	_____
8 _____	20 _____	<u>ADULT SPONSORS</u>
9 _____	21 _____	_____
10 _____	22 _____	_____
11 _____	23 _____	_____
12 _____	24 _____	_____